

PHA Plans

Streamlined Annual Version

U.S. Department of Housing and
Urban Development
Office of Public and Indian
Housing

OMB No. 2577-0226
(exp. 08/31/2009)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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Streamlined Annual PHA Plan

for Fiscal Year: 2008-2009

PHA Name: AGUADA CITY HALL

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.

Streamlined Annual PHA Plan Agency Identification

PHA Name: AGUADA CITY HALL

PHA Number: RQ 073

PHA Fiscal Year Beginning: (07/2008)

PHA Programs Administered:

☐ **Public Housing and Section 8** ☒ **Section 8 Only**

Number of public housing units:

Number of S8 units:

Number of S8 units:

121 UNITS

☐ **Public Housing Only**

Number of public housing units:

☐ **PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:		N/A		
Participating PHA 2:		N/A		
Participating PHA 3:		N/A		

PHA Plan Contact Information:

Name: MARIBEL LOPEZ, DIRECTOR FUNDS

Phone: (787) 868-0159

TDD:

Email (if available): **Public Access to**

Information

Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)

X PHA's main administrative office ☐ PHA's development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection. X Yes ☐ No.

If yes, select all that apply:

X Main administrative office of the PHA

☐ PHA development management offices

☐ Main administrative office of the local, county or State government

☐ Public library ☐ PHA website ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

☐ Main business office of the PHA ☐ PHA development management offices

X PHA LOCAL OFFICE

Streamlined Annual PHA Plan
Fiscal Year 2008
[24 CFR Part 903.12(c)]

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[24 CFR 903.7(r)]

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Form HUD-50076, *PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan* identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office; 32

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1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)

[24 CFR Part 903.12(c), 903.7(b)(2)] N/A

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Site-Based Waiting Lists-Previous Year N/A

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time?
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?
4. ☐ Yes ☐ No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

B. Site-Based Waiting Lists – Coming Year N/A

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to next component.

1. How many site-based waiting lists will the PHA operate in the coming year?
2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

2. Capital Improvement Needs N/A

[24 CFR Part 903.12 (c), 903.7 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Capital Fund Program

1. ☐ Yes ☐ No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2. ☐ Yes ☐ No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund) N/A

Applicability: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

1. ☐ Yes ☐ No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).
2. Status of HOPE VI revitalization grant(s):

HOPE VI Revitalization Grant Status	
a. Development Name:	
b. Development Number:	N/A
c. Status of Grant:	
	<input type="checkbox"/> Revitalization Plan under development
	<input type="checkbox"/> Revitalization Plan submitted, pending approval
	<input type="checkbox"/> Revitalization Plan approved
	<input type="checkbox"/> Activities pursuant to an approved Revitalization Plan underway

3. ☐ Yes ☐ No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name(s) below:
4. ☐ Yes ☐ No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:
5. ☐ Yes ☐ No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program
(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

1. X Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)
2. Program Description: EXHIBIT A
- a. Size of Program
X Yes ☐ No: Will the PHA limit the number of families participating in the Section 8 homeownership option?

If the answer to the question above was yes, what is the maximum number of participants this fiscal year? Two participants.
- b. PHA established eligibility criteria
X Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria: EXHIBIT B

c. What actions will the PHA undertake to implement the program this year (list)?

1. Evaluate the family that quality for the Homeownership Program.
2. Advise participants in reference to the different mortgage loans that
Are in the Public and Private Sector.
3. Encourage Training.

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- ☒ Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- ☐ Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- ☒ Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- ☐ Demonstrating that it has other relevant experience (list experience below):

4. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

☐ Yes ☒ No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If the answer is "no," go to the next component. If yes, answer the following questions.

1. ☐ Yes ☐ No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:
 - ☐ low utilization rate for vouchers due to lack of suitable rental units
 - ☐ access to neighborhoods outside of high poverty areas
 - ☐ other (describe below:)
2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: (GOBIERNO DE PUERTO RICO)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - X The PHA has based its statement of needs of families on its waiting lists on the needs expressed in the Consolidated Plan/s.
 - X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - ☐ Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
 1. Assure decent, safe, sanitary and affordable housing for our residents.
 2. Improve quality of life and economic Independence.
 3. Promote Self Sufficiency
 4. Ensure Equal Opportunity in Housing for all our residents.

6. Supporting Documents Available for Review for Streamlined Annual PHA Plans

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
X	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. x Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
		Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:**

PHA Name: N/A	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:
---------------	--

☐ Original Annual Statement
 ☐ Reserve for Disasters/ Emergencies
 ☐ Revised Annual Statement (revision no:)
☐ Performance and Evaluation Report for Period Ending:
 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Ob
		Original	Revised	
1	Total non-CFP Funds			
2	1406 Operations			
3	1408 Management Improvements			
4	1410 Administration			
5	1411 Audit			
6	1415 Liquidated Damages			
7	1430 Fees and Costs			
8	1440 Site Acquisition			
9	1450 Site Improvement			
10	1460 Dwelling Structures			
11	1465.1 Dwelling Equipment—Nonexpendable			
12	1470 Nondwelling Structures			
13	1475 Nondwelling Equipment			
14	1485 Demolition			
15	1490 Replacement Reserve			
16	1492 Moving to Work Demonstration			
17	1495.1 Relocation Costs			
18	1499 Development Activities			
19	1501 Collateralization or Debt Service			
20	1502 Contingency			
21	Amount of Annual Grant: (sum of lines 2 – 20)			
22	Amount of line 21 Related to LBP Activities			
23	Amount of line 21 Related to Section 504 compliance			
24	Amount of line 21 Related to Security – Soft Costs			
25	Amount of Line 21 Related to Security – Hard Costs			
26	Amount of line 21 Related to Energy Conservation Measures			

N/A

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages**

PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total A

[illegible]

Annual Statement/Performance and Evaluation Report	N/A
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/	
Part III: Implementation Schedule	

[illegible]

Annual Statement/Performance and Evaluation Report N/A
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/
Part III: Implementation Schedule

PHA Name:		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:					Federal
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reason
	Original	Revised	Actual	Original	Revised	Actual	

N/A

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name		<input type="checkbox"/> Original 5-Year <input type="checkbox"/> Revision No:		
Development Number/Name/ HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:
	Annual Statement			
CFP Funds Listed for 5-year planning				
Replacement Housing Factor Funds				

N/A

Capital Fund Program Five-Year Action Plan Part II: Supporting Pages—Work Activities					
Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year : ____ FFY Grant: PHA FY:	
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories
See					
Annual					
Statement					
Total CFP Estimated Cost			\$		

Capital Fund Program Five-Year Action Plan Part II: Supporting Pages—Work Activities			N/A		
Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year : ____ FFY Grant: PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost

Total CFP Estimated Cost		\$		

SECTION 8 HOME OWNERSHIP PROGRAM

SECTION A – GENERAL PROVISIONS

The Housing Agency (HA) of the Municipality of Aguada, and its Section 8 Program has created the Homeownership Program, as authorized by the Quality Housing and Work Responsibility Act of 1998. The objective of this Program is to expand housing opportunities available to Section 8 Program participants by providing the opportunity to help families meet monthly Homeownership expenses in connection with purchase of the home.

This is a new program allows any current tenant-based Section 8 Program participant to purchase his or her own house, and use their Housing Assistance Payment voucher funding available under the ACC to help families meet monthly homeownership expenses including the mortgage payment.

(1) Legal Background

The Section 8 Homeownership Program is authorized by Section 8 Program is authorized by Section 8 (y) of the United States Housing Act of 1998, and is a sub-component of the Voucher Program. This Programs objective is to provide decent, safe and affordable housing to low-income persons.

As recipient of Section 8 Program funds, the Municipality of Aguada is a Housing Agency authorized by Federal regulations. The Municipality staff possesses the experience and administrative capacity to manage such a program.

(2) Key Program Features

HUD has establish the following key Program Features:

- (1) First-Time homeowner or cooperative member.*
- (2) A family that has not owned or had ownership interest in the past three years.*
- (3) Minimum income requirement. Except in the case of disabled families, the qualified annual income of the adult family members who will own the home must not be less than the Federal Minimum hourly wage multiplied by 2,000 hours (currently \$10,300). For disabled families, the qualified annual income of the adult family members who will own the home must not be less than the monthly Federal Supplemental Security Income (SSI) benefit for an individual living alone multiplied by 12 (currently \$6,624).*

The

HA may also establish a higher minimum income requirement or disabled family, welfare assistance is not counted in determining whether the family meets the minimum income requirement.)

(4) Employment requirement. Except in the case of elderly and disabled families, one or more adults in the family who will own the home is currently employed on a full-time basis and has been continuously employed on a full-time basis for a least one year before commencement of homeownership assistance.

(5) Additional PHA eligibility requirements. The family meets any other initial eligibility requirements set by the PHA.

(6) Homeownership counseling. The family must attend and satisfactorily complete the PHA's pre-assistance homeownership and housing counseling program.

(Minimum of 8 hours).

Local Home Ownership Policy, Goal and Objectives

The Section 8 Home Ownership Program of the Municipality permits eligible participants in the Section 8 Housing Choice Voucher

Program, including participants with portable vouchers, the option of purchasing a home with their Section 8 assistance rather than renting. Two options are available for this assistance; monthly homeownership assistance payment on behalf of a family, and to provide homeownership assistance for the family in the form of a single grant to be used toward the down payment required in connection with purchase of the home. Until HUD publishes the regulations for down payment assistance, only monthly homeownership assistance is available vouchers, the option of purchasing a home with their Section 8 Assistance rather than renting. Three options are available for this assistance; monthly homeownership assistance payment on behalf of a family, and to provide homeownership assistance for the family in the form of a single grant to be used toward the down payment required in connection with the purchases of the home. Until HUD published the regulations for down payments assistance, only monthly homeownership assistance is available.

The Home Ownership option is limited to five percent (5%) of the total Section 8 Voucher Program Administered by the Municipality in any fiscal year, provided that disabled families shall not be subject to the 5% limit. If applications exceed such 5% limit,

participants in the Family Self-Sufficiency (“FSS”) Program shall receive a priority for participation in the Home Ownership Program.

Eligible applicants for the Section 8 Home Ownership Program must have completed an initial Section 8 lease term, may not owe the Municipality of Aguada or any other Housing Authority an outstanding debt, and must meet the eligibility criteria set forth herein.

Section 8 home ownership assistance may be used to purchase the following type of home within the Municipality: new or existing single family, condominium, planned use developments, cooperatives, lofts, live/work units, or manufactured homes. The Municipality will permit portability of Section 8 Home Ownership assistance to another jurisdiction, provided the receiving jurisdiction operates a Section 8 Home Ownership program for which the Section 8 home Ownership applicant qualifies or authorizes the Municipality to administer the home ownership assistance in their jurisdiction.

In order to effectively develop the Municipality of Aguada Homeownership Program, the agency has agreed upon a set policy for the administration and implementation of the Program. This

covers the applicant eligibility for the program, the application process, the financial and participatory requirements and the responsibilities of the Housing Agency and the counseling organizations in the administration of the program. Program participants will also be informed of their rights as homebuyers. Upon purchasing a home, families are required to sign a “Statement of Homeownership Obligations,” agreeing to comply with the mortgage, maintain the property, pay the taxes, utilities, and insurance.

The Municipality will work with banking/financial institutions and non-profit organizations that have indicated interest in working with the program and that offer loan products and other concessions that further the affordability of mortgages for program participants. Many Section 8 participants will be eligible for subsidy funds providing down payment and closing cost assistance complemented with funds from the HOME Program, the Affordable Housing Program from the Federal Home Loan Bank of New York and any private corporation and foundation which pursue affordable housing. The Municipality will assist and coordinate the post purchase counseling and educational support and any proactive

efforts on behalf of the homeowners so as to provide a safety net against defaults.

SECTION B – FAMILY ELIGIBILITY AND PARTICIPATION REQUIREMENTS

(1) Selection and Admission of Applicants to the Program

(a) Section 8 Tenants

Participation in the Section 8 Home Ownership Program is voluntary. Each Section 8 Home

Ownership participant must meet the general requirements for admission to the Section 8

Housing Choice Voucher Program as set forth in the

Municipality of Aguada Administrative Plan. Such

Section 8 family also must be “eligible” to participate in the Home Ownership Program.

(b) Preference for Participation in FSS Program

Applicants for the Home Ownership Program are not required to participate in the Municipality Family Self-Sufficiency (“FSS”) Program in order to participate in the Home Ownership Program. However, in the event the applications for home ownership assistance exceed five

percent (5%) of the Municipality of Aguada total voucher program in any fiscal year, FSS participants shall have a preference for participation in the home ownership program. Participants in an Individual Development Account (“IDA”) program administered by an agency other than the Municipality of Aguada also will receive a preference for home ownership assistance in the event applicants for home ownership assistance exceed the 5% limitation.

(2) Portability

Participants with portable vouchers may purchase a home in a jurisdiction other than the Municipality Aguada, provided the Housing Authority in the receiving jurisdiction operates a Section 8 Home Ownership Program for which the Section 8 Home Ownership applicant qualifies or authorizes de Municipality of Aguada to administer the home ownership assistance in their jurisdiction. In the former case, a family’s participation in the Section 8 Home Ownership Program will be subject to the Section 8 Home Ownership Program and Policies of the receiving jurisdiction.

(3) Affordability Standards

No affordability standards are issued other than the mortgage payment of the homebuyer should not

exceed the payment standard authorized to the family at the time of recertification.

(4) *Employment and Credit Requirements*

Amount of Income At the time the family begins receiving homeownership assistance, the head of household, spouse, and/or other adult household members who will own the home, must have a gross annual income at least equal to the Federal Minimum hourly wage multiplied by 2000 hours. Employment History

With the exception of disabled and elderly households, each family must demonstrate that one or more adult members of the family who will own the home at commencement of home ownership assistance is employed full-time (an average of 30 hours per week) and has been so continuously employed for one year prior to execution of the sales agreement. In order to reasonably accommodate a family's participation in the program, the Municipality of Aguada will exempt families that include a person with disabilities from this requirement. The

Municipality may also consider whether and to what extent an employment interruption is considered permissible in satisfying the employment requirement. It may also consider successive employment during the one-year period and self-employment in a business.

Exclusion of Welfare Assistance Income

With the exception of elderly and disabled families, the Municipality of Aguada will disregard any “Welfare assistance” income in determining whether the family Meets the minimum income requirement. Welfare assistance includes assistance from Temporary Assistance for Needy Families (“TANF”); Supplemental Security Income (“SSI”) that is subject to an income eligibility test; food stamps; general assistance; or other welfare assistance specified by HUD. The disregard of welfare assistance income under this section effects the determination of minimum monthly income in determining initial qualification for the Homeownership program. It does

not effect the determination of income-eligibility for admission to the Section 8 Housing Choice Voucher Program, calculation of the family's total tenant payment, or calculation of the amount of Homeownership assistance payments.

(5) First – Time Homeowner

Each Section 8 family, except families with a disabled member, must be a first-time homeowner. A “first-time homeowner” means that no member of the household has had an ownership interest in any residence during the three years preceding commencement of home ownership assistance. However, a single parent or displaced homemaker who, while married, owned a home with a spouse (or resided in a home owned by a spouse) is considered a “first-time homeowner” for purposes of the Section 8 homeownership option; and the right to purchase title to a residence under a lease-purchase agreement is not considered an “ownership interest”. A member of a cooperative (as defined in & 982.4) also qualifies as a “first time homeowner”.

(6) Minimum down payment

For the down payment option the family must:

(a) The family has a sufficient resource to pay a down payment equal to 3% of the purchase price of a typical home that meets their family household size and closing cost. No less than 1% will come from the participant's equity.

(b) The family has demonstrated to the Municipality that its gross income is sufficient to meet homeownership and other family expenses. The Municipality reserves the right to determine whether a family can or cannot afford the proposed financing before making the recommendation for assistance participation.

(c) The family has accrued at least \$500.00 in an escrow account.

(7) Credit Requirements

In compliance with the Fair Credit Act, the lending institution will make credit worthiness of the participant. In case the participant is unable to meet this initial criterion he/she will be referred to credit counseling and then reconsidered for the program.

(8) Application Process and Review Criteria

Once a family is determined to be eligible to participate in the program, it must comply with the following additional requirements:

- (a) Complete a home ownership counseling program approved by the Municipality prior to commencement of home ownership assistance;*
- (b) Within a specified time, locate the home it proposes to purchase*
- (c) Submit a sales agreement containing specific components to the Municipality for approval*
- (d) Allow the Municipality to inspect the proposed home ownership dwelling to assure that the dwelling meets appropriate housing quality standards.*
- (e) Obtain an independent inspection covering major building systems*
- (f) Obtain the Municipality approval of the proposed mortgage (which must comply with generally accepted mortgage underwriting requirements and*
- (g) Enter into a written agreement with the Municipality to comply with all of its obligations under the Section 8 Program.*

(9) Other Eligibility Restrictions

(a) Repayment and Any Housing Authority Debts

Participants in the Section 8 Housing Choice Voucher Program shall be ineligible for participation in the Section 8 Home Ownership Program in the event any debt or portion of a debt remains owed to the Municipality or any other Housing Authority. Nothing in this provision will preclude Section 8 participants that have fully repaid such debt (s) from participating in the Section 8 Home Ownership Completion of Initial Lease Term

Applicants for and new participants in the Section 8 Housing Choice Voucher Program shall be ineligible for participation in the Section 8 Home Ownership Program until completion of an initial Section 8 lease term and the participant's first annual recertification in the Section 8 Housing Choice Voucher Program. Nothing in this provision will preclude Section 8 Participants that have completed an initial lease term in another jurisdiction from participating in the Section 8 Home Program.

(b) Elderly and Disabled Households

Elderly and disabled families are exempt from the employment requirements set forth in Paragraph 5 (ii) above. In the case of an elderly or disabled family, the Municipality will consider income from all sources, including welfare assistance in evaluating whether the household meets the minimum income required to purchase a home through the Section 8 Home Ownership Program.

(c) Prior Mortgage Defaults

If a head of household, spouse, or other adult household member who will execute the contract of sale, mortgage and loan documents has previously defaulted on a mortgage obtained through the Section 8 Home Ownership Program, the family will be ineligible to participate in the Home Ownership Program.

(10) Counseling Participation Requirement

A family's participation in the home ownership Program is conditioned on the family attending and successfully completing

a home ownership and housing counseling program provided or approved by the Municipality of Aguada prior to commencement of Homeownership Assistance. The Home Ownership and counseling program will cover home maintenance; budgeting and money management, credit counseling; negotiating purchase price; securing mortgage financing and finding a home. The counseling agency providing the counseling program shall HUD approve either or the program shall be consistent with the home ownership shall HUD approve either or the program shall be consistent with the home Ownership counseling provided under HUD'S Housing Counseling Program. The Municipality may require families to participate in an approved home ownership-counseling Program on a continuing basis.

11) First Home Clubs

A new initiate could be coordinated with lending institutions members of the Federal Home Loan Bank of New York; they provide a grant to sponsor the program "First Home Club" (FHC). This Program is for first-time homebuyers and provides subsidy funds to assist very low, low, and moderate income

households overcome the financial difficulties or purchasing a home. The program is a non-competitive set-aside of the Affordable Housing Program (AHP) and is administered through approved members of the Federal Home Loan Bank of New York (Bank).

The FHC provides down payment and closing cost assistance by granting three dollars in matching funds for each dollar saved to qualified first-time homebuyers who follow a systematic saving plan and participate in an approved homeownership counseling program. Up to \$5,000 in matching funds will be awarded to qualified households based on the total saving deposited in a dedicated account with an approved member bank. OCAM, STATE PROGRAMS, HOME FUNDS, ETC.

EXHIBIT C:

“PROHIBITION SEX OFFENDERS POLICY”

The Municipality of Aguada has established standards that prohibit admission to the Program if any member of the household is subject to a lifetime registration under a State Sex Offender registration program (24CFR 982.553 (2)). The Municipality of Aguada, RQ 073, will screen the family by performing a criminal history background check necessary to determine whether any household member is subject to a lifetime sex offender registration requirement in the State where the dwelling unit is located and in other States where the household members are known to have resided. The screening is to be carried-out through the Puerto Rico Police Department, which issues a Certificate of Conduct.

The Municipality of Aguada will deny admission if any member of the household is subject to a lifetime registration requirement under a State Sex Offender registration Program. Sex offenders, not subject to lifetime registration, will be denied assistance for the entire period they are subject to registration as sex offenders.

EXHIBIT D:

“DOMESTIC VIOLENCE STATEMENT HOUSING CHOICE VOUCHER PROGRAM”

The Violence against Women Act (VAWA), Public Law 109-162 was signed into law on January 5, 2006. Section 603 of the law amends Section 5A of the U.S. Housing Act (42 U.S.C.I. 437C-1) to require PHA's five-year and annual PHA Plans to contain a Domestic Violence Policy Statement regarding any goals, activities, objectives, policies, or program of the PHA that are intended to support or assist victims of domestic violence, dating violence, sexual assault, or stalking. Sections 606 and Section 607 amend the Section 8 and Public Housing Section of the U.S. Housing Act (42 U.S.C. 1437f and 1437d) to protect certain victims of criminal domestic violence, dating violence, sexual assault, or stalking-as well as members of the victim's immediate families-from losing their HUD-assisted housing as a consequence of the abuse of which they were the victim. While awaiting new guidelines from the Department of Housing and Urban Development for implementing VAWA the Municipality of Aguada, RQ 073, has adopted the following goals and objectives, for Domestic Violence Policy:

- >The VAWA applies to the Housing Choice Voucher Program.*
- >The Applicant/tenant/victim will be treated with respect and dignity.*
- > The Municipality of Aguada will notify Housing Choice Voucher owners and managers of VAWA.*
- >The Municipality of Aguada will notify voucher holders of their rights under VAWA including the possible portability of vouchers between jurisdictions to escape an imminent threat of further domestic violence or stalking.*
- >VAWA will be incorporated into the landlord and tenant orientation process*
- >Necessary conforming amendments to Housing Choice Voucher rules, regulations and paperwork will be further addressed after receipt of guidelines from the Department of Housing and Urban Development (HUD).*

Attachment A:

Statement of the PHA's Operation & Management:

Administrative Structure

The Section 8 Office will have the major responsibility and authority in the implementation of the Section 8 Voucher Housing Programs.

The duties and responsibilities of the Section 8 Office may be summarized as follows:

Overall responsibility for insuring compliance with federal regulations, coordinating the implementation of Tenant Policy, Affirmative Marketing Plan and for directing the day to day activities designed to met program goals and objectives.

Housing Inspector – is responsible for insuring that housing units meet the Section 8 Housing Quality Standards.

Section 8 Accountant – maintains accounting books, records and reports in accordance with Municipal and HUD requirements; assures adequate funds for payment of the rental contracts.

FSS Program – Will be operate in compliance with the approved Action Plan as described in Section 984.201 and will provide comprehensive supporting services as defined in Section 984.103. The FSS Program will be developed and operated by the PHA in conformity with the Section 8 Program regulations and applicable civil rights authorities.

The Section 8 Office has the following job description for each technical and administrative staff to perform the work required by the Section 8 Housing Voucher Programs.

Office of the Housing Department Director

Section 8 Program Director

Administrative Responsibility – Report Directly to the Housing Department Director, Supervise the Section 8 Office and the FSS Program. Coordinate with the Accountant on financial matters. Coordinate the FSS Program and the Program Coordinating Committee (PCC).

Functional Responsibility – Has overall responsibility for compliance with the Administrative Plan, coordination of the Section 8 Program, Tenant Policy Section 8 Office requirements, the FSS Program Operations, and pertinent Municipal policies. Is responsible for meeting program goals and objective.

Specific Duties

Direct technical and administrative work of the Section 8 Voucher Housing Programs.

Set program goals and prepare staff work plan.

Responsible for staff supervision.

Prepare monthly performance reports.

Prepare narrative and statistical reports in accordance with HUD regulations.

Responsible for assuring compliance with HUD regulations in programs implementation.

Responsible for measuring the success of the FSS Program.

Organize, assigns and supervise work performed by program personnel.

Negotiate contracts with unit owners and tenants.

Establishment and coordination of the PCC and FSS Program Action Plan.

Evaluate grievances presented by unit owners and tenants.

Weekly reports to the Supervisor (HAS Department Director) concerning progress and problems.

Perform Quality Inspection Report of 5% of the total rented units.

Analyze and report on current rent reasonableness.

Coordinate with the consultants on the required documentation in order duty assigned by the Federal Programs Director (Supervisor).

Section 8 Program Technicians

Executive special investigations due to grievances or information received regarding program abuse. The technicians are responsible for ensuring that each family selected to participant in the Section 8 Program enters into a contract which is to be signed by the head of the family.

Administrative Responsibility

Reports to the Section 8 Program Director

Functional (Program) Responsibility

Responsible for initiation and maintenance of contact with clients and applicants, verification of eligibility and follow-ups. Responsible for maintaining current, update files on available housing units and provide information to clients. Responsible for establishing the terms and conditions of the lease contract and the consequences for non-compliance (Section 984.302 (5)).

Specific Duties

Interview owners applicants and complete applications for Section 8 Assistance, including telephone contacts.

Verify eligibility of families in order to ensure compliance with program eligibility criteria.

Prepare case reports and maintain an adequate file of all documents.

Prepare weekly activity reports.

Conduct annual family reexaminations.

Verify family income.

Participation in negotiation of contracts with owners.

Maintain files including required documents and current listings of available housing units.

Periodical contact with realtors, owners, lessees, etc., in order to update rental housing market information in coordination with Housing Inspectors.

Provide individual information to clients concerning available housing and any other related matters.

Prepare FSS Program Families individual contracts. The contract shall incorporate the individual training and service plans, the family's rights and responsibilities, the service to be provided and the activities to be completed by the head of the family, and each adult member of the family, who chooses to participate in the program.

Prepare monthly payrolls for housing owner participant of the Section 8 Program.

Visit participants and/or neighborhoods to perform any required special investigation of inspection.

Section 8 Program Accountant

Fiscal Unit Coordinator

Administrative Responsibility

Reports to the Section 8 Program Director

Functional (Program) Responsibility

Has overall responsibility for ensuring that all accounting books, records and reports are maintained in accordance with HUD requirements and generally accepted accounting standards.

Specific Duties

Inform Section 8 Program Director on the status of the program's finances.

Prepare requisitions for program funds.

Prepare annual Section 8 applications (especially Form HUD 52672 and HUD 52673)

Maintain a record of rental payments to the owner (HAP register).

Coordinate with the Section 8 program Coordinator about changes in address, income, family composition and any other information pertaining to tenants and owners.

Prepare financial reports at the end of the fiscal year.

Perform the accounting for the Section 8 Program.

Maintain accounting files in accordance with Section 8 Program needs.

Verify payrolls of Section 8 Program employees.

Keep records of Portability payments and receivables.

Prepare monthly trial balances for the Section 8 Program.

Section 8 Program Housing Inspector

Administrative Responsibility

Report to the Section 8 Program Director.

Functional Responsibility.

Is responsible for ensuring that housing units (Existing) meet Section 8 Housing Quality Standards.

Specific Duties

Perform initial, annual or special inspections to proposed or under contract existing housing units.

Will approve units in compliance with Housing Quality Standards.

Notify owners and participants of deficiencies encountered and will give a time frame to perform the repairs.

Analyze and report on current rent reasonableness for each contact housing unit.

Executive the Inspection Form (HUD-52580), Lead-Based Paint Certification, Rent Reasonableness and Request for Lease Approval Forms.

Fully documents each file with the necessary documents.

Advise clients on all matters including complaint procedure. Hand-deliver documents to participants.

Arrange appointments with participant owners and tenants to discuss matters related to the Section 8 Program. Make and receive telephone calls related to the Section 8 Program.

Responsible for the maintenance of documentation related to Housing quality Standard inspections and of keeping them properly filed.

Perform other duties as required by the Housing Department Director and/or the Section 8 Program Director.

Administration of Program

Attachment B

Statement of the PHA's Grievance Procedures

Administration of Program Procedures

The Housing Authority has developed detailed procedures for the administration of Section 8 Existing Housing Voucher Programs. These procedures provide the framework for directing managing, supervising and monitoring program activities. They include local procedures and policies for the treatment of applicants and participants as follow:

Outreach to Families and Owners

The overall objective of this activity is to assure that program availability is adequately publicized in order to reach eligible families and owners of rental housing units. Affirmative marketing efforts are a key component, since certain groups are difficult to reach by conventional means, in order to ensure that all eligible candidates have an opportunity to participate in the program.

Each time the Section 8 Office enters into an Annual Contributions Contract for new units, it makes known to the public – via publication in the Section 8 Bulletin Board and/or other suitable means – the availability and nature of housing assistance for very low income families. This notice contains the following information:

When families may apply for the program.

A brief description of the Section 8 and FSS programs, including the possibility of families receiving assistance for the units which they are currently occupying.

It states that occupants and applicants of public and/or other housing may apply for the Section 8 Housing Programs if they wish to participate.

Special outreach for handicapped families.

The HA will publish a notice inviting owners to make dwelling units available for leasing by participating families. This notice is published via memorandum posted in the Municipal Government Reception Bulletin Board, and the Section 8 Reception Area and/or other suitable means, as necessary, in order to reach a maximum number of owners and real state brokers located in all geographical sectors within the jurisdiction of the Housing Administration.

The HA has an affirmative action marketing program to ensure that opportunities for program participation are adequately publicized in order to reach and/or accomplish the following:

Families identified by the ha as the best likely to apply (e.g.) handicapped families, very low-income families, large families and homeless families.

Families identified in the Housing assistance Plan.

Owners of rental properties located outside areas of low-income or minority concentrations.

Families identified in the Rental Rehabilitation Program.

Provide are-wide housing opportunities to families.

All outreach is done in accordance with the Section 8 Office's approved Equal Opportunity Housing Plan, Administrative Plan, and HUD guidelines for fair housing using the equal housing opportunity logotype, statement and slogan.

The following steps are undertaken annually to assure a successful outreach program for attracting families (if necessary):

Identify resources available for performing outreach functions, including staff, community service and housing counseling agencies, churches, employers, union, etc.

Review methods for taking applications in order to ensure that adequate provisions are made for hardship cases, and review desirability of pooling application resources with other HA services, in order to provide information on a wider range of housing opportunities.

Plan to implement outreach, aimed at the families least likely to apply, in advance of the date on which formal application-taking procedures are given.

a) Newspaper announcements in widely circulate newspapers and/or the suitable means.

b) The "Word of Mouth" approach by currently assisted and/or applicant families, encouraging them to inform their friends, relatives and neighbors about the program.

c) Supportive outreach assistance provided by other organizations.

Attachment C

Statement of PHA's Rent Determination Policies

Additional Terms and Concepts

1. *In addition to the terms and concepts used in the Voucher Program, the following terms, definitions and concepts apply:*

Eligible Family – *An eligible family, as defined in 24 CAR Part 887, Section 887.151 (a), that qualifies as a very low income family at the time it initially receives assistance under the HA Housing Voucher Program.*

Lower Income Family – *A family whose income does not exceed 80 percent of the Median Income for the area, as determined by HUD.*

Applicable Standard – *The Schedule of Housing Coast used to calculate the Housing Voucher subsidy.*

Initial Payment Standard – *This schedule applies to all families at the outset of the Housing Voucher Program. The family size is based on the HA's occupancy standards. The initial Payment Standard Schedule is based on the Fair Market Rent Schedule or the HUD approved community-wide exemption rents in effect at the time of execution, by HUD, of the HA original ACC for the first increment of funding under the Housing Voucher Program.*

New Family/Mover Schedule – *The HA may establish a new family/mover schedule at any time. The amounts on the new family/mover schedule can be any amount between the Initial Payment Standard (or Adjustment Standard, if applicable) and the FMR in effect at the time the new family/mover schedule is adopted.*

Adjustment Standard Schedule – The HA may, at its discretion, establish an adjustment standard schedule twice during any five-year period in order to assure continued affordability. The amounts of the adjustment standard can be any amount between the Initial Payment Standard (or previous adjustment standard schedule, if applicable) and the FMR in effect at the time the adjustment standard schedule is adopted. No adjustment standard schedule may be established if less than 60 months have elapsed since the next to the last adjustment standard schedule was adopted.

Housing Voucher – A document issued by the HA declaring a family to be eligible for participation in the Housing Voucher Program and stating the terms and conditions for the family's participation.

Housing Voucher ACC – A written agreement between HUD and a HA to provide annual contributions to the HA for Housing Assistance Payments, and administrative fees the HA.

Housing Voucher Contract – A written contract between the HA and an Owner – on a form prescribed by HUD for the Housing Voucher Program – in which the HA agrees to make Housing Assistance Payments to the Owner on behalf of an eligible family.

Gross Rent – The actual rent for the unit stated in the lease and payable to the owner, plus any utility allowance (c) appropriate for that unit.

Utility Allowance – The allotted amount, by unit size and type, for tenant-furnished utilities and services, based on the typical cost of each utility and service in that locality.

Total Tenant Payment – The portion of the monthly gross rent payable by an eligible family, including the utility allowance paid by said family.

Minimum Total Tenant Payment – The minimum amount of gross rent that an assistance family must pay toward rent. All our tenants will pay \$25.00 dollars minimum rent.

Portability – Portability is the ability for a Housing Voucher holder to move from the jurisdiction of its current HA to the jurisdiction of another HA.

A HA which administers a Housing Voucher Program must accept or refer a Housing Voucher holder from another HA jurisdiction (24CFR 982.354 & 982.355).

Owners must provide at least 60 days written notice of any proposed rent increase to the family and the Municipality.

*Municipality of Aguada
Section 8 Housing Choice
Voucher
Program and FSS
Administrative Plan*

Upfront (UIV) Highly (Highly Recommended, highest level of third party verification)
Written 3rd Party High (Mandatory if upfront income verification is not available or if UIV data differs substantially from tenant-reported information)

Oral 3rd Party Medium (Mandatory if written third party verification is not available)

Income Type	Upfront	Written Third Party	Oral Third Party	Document Review	Tenant Declaration
	(LEVEL 5)	(LEVEL 4)	(LEVEL 3)	(LEVEL 2)	(LEVEL 1)
Wa	Use of computer matching agreements with a State Wage Information Collection Agency (SWICA) to obtain wage information electronically, by mail or fax or in person.	The UPA mails, faxes, or e-mails a verification form directly to the independent sources to obtain wage information.	In the event the independent source does not respond to the PHA undss written request for information, the PHA may contact the independent source by phone or make an in person visit to obtain the requested information.	When neither form of third party verification can be obtained, the PHA may accept original documents such as consecutive pay stubs (HUD recommends the PHA review at least three months of pay stubs, if employed by the same employer for three months or more), W-2 forms, etc. from the tenant. Note: The PHA must document document in the tenant file, the reason third party verification was not available.	The PHA may accept a notarized statement or affidavit from the tenant that declares the familyundss total annual income from earnings. Note: The PHA must document document in the tenant file, the reason third party verification was not available.
	Agreements with private vendor agencies, such as The Work Number or ChoicePoint to obtain wage and salary information.	The PHA may have the tenant sign a Request for Earnings Statement from the SSA to confirm past earnings. The PHAs mails the form to SSA and the statement will be sent to be address the PHA specifies on the form.			
	Use of HUD systems, when available.				
		Page 48 of 150 (04/30/2003)		form HUD-50075-SA	

Verification of Employment Income: The PHA should always obtain as much information as possible about the employment, such as start date (previous employment), termination date (previous employment), pay frequency, pay rate, anticipated pay increases in the next twelve months, year-to-date earnings, bonuses, overtime, company name, address and telephone number, name and position of the person completing the employment verification form.

Self-Employment	Not Available	The PHA mails or faxes a verification form directly to sources identified by the family to obtain income information.	The PHA may call the source to obtain income information.	The PHA may accept any documents (i.e. tax returns, invoices and letters from customers) provided by the tenant to verify self-employment income. Note: The PHA must document document in the tenant file, the reason third party verification was not obtained.	The PHA may accept a notarized statement or affidavit from the tenant that declares the family's annual income from self-employment. Note: The PHA must document document in the tenant file, the reason third party verification was not available.
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Verification of Self-Employment Income: Typically, it is a challenge for PHAs to obtain third party verification of self-employment income. When third party verification is not available, the PHA should always request a notarized tenant declaration that includes a perjury statement.

Social Security Benefits	Use of HUD Tenant Assessment System (TASS) to obtain current benefit history and discrepancy reports.	<p>The PHA or faxes a verification form directly to the local SSA office to obtain social security benefit information.</p> <p>(Not Available in some areas because SSA makes this data available through TASS. SSA encourages PHAs to use TASS.)</p>	<p>The PHA may call SSA, with the tenant on the line, to confirm obtain current benefit amount.</p> <p>(Not Available in some areas because SSA makes this data available through TASS. SSA encourages PHAs to use TASS.)</p>	The PHA may accept an original SSA Notice from the tenant. Note: The PHA must document in the tenant file, the reason third party verification was not available.	The PHA may accept a notarized statement or affidavit from the tenant that declares monthly social security benefits. Note: The PHA must document in the tenant file, the reason third party verification was not available.
Welfare Benefits	Use of computer matching agreements with the local Social Services Agency to obtain current benefit amount electronically, by mail or fax or in person.	The PHA mails, faxes, or e-mails a verification form directly to the local Social Services Agency to obtain welfare benefit information.	The PHA may call the local Social Services Agency to Confirm obtain current benefit amount.	The PHA may review an original award notice or printout from the local Social Services Agency provided by the tenant. Note: The PHA must document document in the tenant file, the reason third party verification was not available.	The PHA may accept a notarized statement or affidavit from the tenant that declares monthly welfare benefits. Note: The PHA must document document in the tenant file, the reason third party verification was not available.
Child Support	Use of agreement with the local Child Support Enforcement Agency to obtain current child support amount and payments status electronically, by mail or fax or in person.	The PHA mails, faxes, or e-mails a verification form directly to the local Social Services Child Support Enforcement Agency or child support payer to obtain current child support amount and payment statuswelfare benefit information.	The PHA may call the local Child Support Enforcement Agency or child support payer to confirm obtain current child support amount and amountpayment status.	The PHA may review an original court order, notice or printout from the local Child Support Enforcement Agency provided by the tenant to verify current child support amount and payment status. Note: The PHA must document document in the tenant file, the reason third party verification was not available.	The PHA may accept a notarized statement or affidavit from the tenant that declares current child support amount and amountspayment status. Note: The PHA must document document in the tenant file, the reason third party verification was not available.

Unemployment Benefits	Use of computer matching agreement with a State Wage Information Collection Agency to obtain unemployment compensation electronically, by mail or fax or in person.	The PHA mails, faxes, or e-mails a verification form directly to the State Wage Information Collection Agency to obtain unemployment compensation information.	The PHA may call the State Wage Information Collection Agency to confirm obtain current benefit amount.	The PHA may review an original benefit notice or unemployment check stub, or printout from the local State Wage Information Collection Agency provided by the tenant. Note: The PHA must document in the tenant file, the reason third party verification was not available.	The PHA may accept a notarized statement or affidavit from the tenant that declares unemployment benefits. Note: The PHA must document in the tenant file, the reason third party verification was not available.
	Use of HUD systems, when available.				

Pensions	Use of computer matching agreements with a Federal, State, or Local Government Agency to obtain pension information electronically, by mail or fax or in person.	The PHA mails, faxes, or e-mails a verification form directly to the pension provider to obtain pension information.	The PHA may call the pension provider to confirm obtain current benefit amount.	The PHA may review an original benefit notice from the pension provider provided by the tenant. Note: The PHA must document in the tenant file, the reason third party verification was not available.	The PHA may accept a notarized statement or affidavit from the tenant that declares monthly pension amounts. Note: The PHA must document in the tenant file, the reason third party verification was not available.
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Assets	Use of cooperative agreements with sources to obtain asset and asset income information electronically, by mail or fax or in person.	The PHA mails, faxes, or e-mails a verification form directly to the source to obtain asset and asset income information.	The PHA may call the source to obtain asset and asset income information.	The PHA may review original documents provided by the tenant. Note: The PHA must document in the tenant file, the reason third party verification was not available.	The PHA may use a notarized statement or affidavit from the tenant that declares assets and asset income. Note: The PHA must document in the tenant file, the reason third party verification was not available.
Comments	Whenever HUD makes available wage, unemployment, and SSA information, the PHA should use the information as part of the reexamination process. Failure to do so may result in disallowed costs during a RIM review.	Note: The independent source completes the form and returns the form directly to the PHA. Agency. The tenant should not hand carry documents to or from the independent source.	The PHA should document in the tenant file, the date and time of the telephone call or in person visit, along with the name and title of the person that verified the current income amount.		The PHA should use this verification method as a last resort, when all other verification methods are not possible or have been unsuccessful. Notarized statements should include perjury penalty statement.

INCOME TYPE	REASON 3RD PARTY VERIFICATION IS NOT AVAILABLE
Checking/Savings Accounts	Balance is under a specified reasonable threshold (determined by the PHA and included PHA plans and policies) and it would not be cost effective to incur bank verification fee and/or use PHA administrative staff time to facilitate 3rd party verification.
Employment	PHA has attempted third party verification (and documented the tenant file) and has not received a response. It would not be reasonable or cost effective to continue seeking 3rd party verification.
Self-Employment Verification	The tenant may do odd jobs such as babysitting, cutting lawns, running errands for various people, or other Schedule C type work. Often times, the participant cannot provide a name and address or telephone number for the PHA to confirm this type of income, thus making it impossible for the PHA to obtain 3rd party verification.
Social Security Benefits	Benefit information is not available in HUDundss Tenant Assessment Sub-system (TASS) and the Social Security Administration (SSA) Office does not accept verification requests from PHAs. (Examples of why data is not available: Invalid SSN in PIC system, newly admitted family into program.)
Unemployment Benefits	PHA does not have a computer matching agreement with the State Wage Information Collection Agency (SWICA) to obtain income verification. SWICA refuses to provide information over the telephone or in writing.

Welfare Benefits

PHA does not have a computer matching agreement with the local welfare office to obtain income verification. Local welfare office refuses to provide information over the telephone in writing.

Attachment E

Procedure used for the preparation of the Annual Plan 2008-2009

Our office sent a add to the Circular Letter on Monday, December 3, 2007, where it informed the citizens and the participant of the Municipality that we where elaborating the Section 8 annual Plan for the year 2008-2009.

On Monday, January 28, 2008 it was publicated in the newspaper “Primera Hora” the notification of the Public Hearing on March 14, 2008.

The Participation of this hearing consisted only by the board of participants and they approved the Annual Plan 2008-2009.

MUNICIPALITY OF AGUADA

RQ 073

SECTION 8

HOUSING VOUCHER PROGRAM

AND

FSS ADMINISTRATIVE PLAN

REVISION 2007

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Conversion to Voucher Program

New HAP contract. On and after the merger date, the PHA may only enter into a HAP contract for a tenancy under the voucher program, and may not enter into a new HAP contract for a tenancy under the certificate program.

Over-FMR tenancy. If the PHA had entered into any HAP contract for an over-FMR tenancy under the certificate program prior to the merger date, on and after the merger date such tenancy shall be considered and treated as a tenancy under the voucher program, and shall be subject to the voucher program requirements under this part, including calculation of the voucher housing assistance payment in accordance with &982.505. However, &892.505 (b) (2) shall not be applicable for calculation of the housing assistance payment prior to the effective date of the second regular reexamination of family income and composition on or after the merger date.

Voucher Tenancy. If the PHA had entered into any HAP contract for a voucher tenancy prior to the merger date, on and after the merger date such tenancy shall continue to be considered and treated as a tenancy under the voucher program requirements under this part, including calculation of the voucher housing assistance payment in accordance with &982.505. However, before the effective date of the second regular reexamination of family income and composition on or after the merger date, the payment standard for the family shall be the higher of:

(1) The initial payment standard for the family at the beginning of the HAP contract term; or

(2) The payment standard for the family as calculated in accordance with

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&982.505, except that & 982.505 (b) (2) shall not be applicable until the effective date of the second regular reexamination of family income and composition on or after the merger date.

Regular Certification tenancy. The PHA must terminate program assistance under any outstanding HAP contract for a regular tenancy under the certificate program (entered prior to the merger date) at the effective date of the second regular reexamination of family income and composition on or after the merger date. Upon such termination of assistance, the HAP contract for such tenancy terminates automatically. The PHA must give at least 120 days written notice of such termination to the family and the owner, and the PHA must offer the tenant-based assistance under the voucher program. The PHA may deny the family the opportunity for continued assistance in accordance with &982.552 and 982.553.

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Introduction

The Housing Authority of Aguada City Hall has revised the Administrative Plan in order to provide organizational and operational guidance for administering and selecting families for participation in the Section 8 Voucher Programs and Family Self-Sufficiency Programs. This plan includes, exclusively, the policies concerning the functions for which it has the discretion to establish local policies and procedures concerning the treatment of applicants and participants.

Goals and Objectives

The Aguada City Hall has established the Housing Authority for Voucher Programs and Family Self-Sufficiency in order to assist financially distressed families in meeting their housing needs (decent, safe and sanitary housing).

There are two major philosophy components in the Section 8 Program: First, to provide families the opportunity of choice and mobility in selecting where they want to live, and second, to maintain the essential elements of a private relationship between the tenant and the landlord on matters other than rent. As a result of the philosophy the Section 8 Voucher Program and Family Self-Sufficiency are tenant based, and not to a particular housing unit. Also, the purpose of FSS Program is to promote the development of local strategies to coordinate the use of assistance under the Section 8 Vouchers Program with public and private resources, to enable families eligible for or receiving assistance under this program to achieve economic independence and self-sufficiency.

As part of Section 8 is the development of strategies to coordinate the use of housing assistance under the Section 8 Rental Voucher Program with public and private resources, to enable families eligible to receive assistance under these programs to achieve economic independence and self-sufficiency (Section 984.101). The purpose of the Municipal programs are to assist the families during financial distress and to gradually reduce the amount paid by the program.

Administrative Structure

The Section 8 Office will have the major responsibility and authority in the implementation of the Section 8 Voucher Housing Programs.

The duties and responsibilities of the Section 8 Office may be summarized as follows:

Overall responsibility for insuring compliance with federal regulations, coordinating the implementation of Tenant Policy, Affirmative Marketing Plan and for directing the day to day activities designed to met program goals and objectives.

Housing Inspector – is responsible for insuring that housing units meet the Section 8 Housing Quality Standards.

Section 8 Accountant – maintains accounting books, records and reports in accordance with Municipal and HUD requirements; assures adequate funds for payment of the rental contracts.

FSS Program – Will be operate in compliance with the approved Action Plan as described in Section 984.201 and will provide comprehensive supporting services as defined in Section 984.103. The FSS Program will be developed and operated by the PHA in conformity with the Section 8 Program regulations and applicable civil rights authorities.

The Section 8 Office has the following job description for each technical and administrative staff to perform the work required by the Section 8 Housing Voucher Programs.

Office of the Housing Department Director

Section 8 Program Director

Administrative Responsibility – Report Directly to the Housing Department Director, Supervise the Section 8 Office and the FSS Program. Coordinate with the Accountant on financial matters. Coordinate the FSS Program and the Program Coordinating Committee (PCC).

Functional Responsibility – Has overall responsibility for compliance with the Administrative Plan, coordination of the Section 8 Program, Tenant Policy Section 8 Office requirements, the FSS Program Operations, and pertinent Municipal policies. Is responsible for meeting program goals and objective.

Specific Duties

Direct technical and administrative work of the Section 8 Voucher Housing Programs.

Set program goals and prepare staff work plan.

Responsible for staff supervision.

Prepare monthly performance reports.

Prepare narrative and statistical reports in accordance with HUD regulations.

Responsible for assuring compliance with HUD regulations in programs implementation.

Responsible for measuring the success of the FSS Program.

Organize, assigns and supervise work performed by program personnel.

Negotiate contracts with unit owners and tenants.

Establishment and coordination of the PCC and FSS Program Action Plan.

Evaluate grievances presented by unit owners and tenants.

Weekly reports to the Supervisor (HAS Department Director) concerning progress and problems.

Perform Quality Inspection Report of 5% of the total rented units.

Analyze and report on current rent reasonableness.

Coordinate with the consultants on the required documentation in order duty assigned by the Federal Programs Director (Supervisor).

Section 8 Program Technicians

Executive special investigations due to grievances or information received regarding program abuse. The technicians are responsible for ensuring that each family selected to participant in the Section 8 Program enters into a contract which is to be signed by the head of the family.

Administrative Responsibility

Reports to the Section 8 Program Director

Functional (Program) Responsibility

Responsible for initiation and maintenance of contact with clients and applicants, verification of eligibility and follow-ups. Responsible for maintaining current, update files on available housing units and provide information to clients. Responsible for establishing the terms and conditions of the lease contract and the consequences for non-compliance (Section 984.302 (5)).

Specific Duties

Interview owners applicants and complete applications for Section 8 Assistance, including telephone contacts.

Verify eligibility of families in order to ensure compliance with program eligibility criteria.

Prepare case reports and maintain an adequate file of all documents.

Prepare weekly activity reports.

Conduct annual family reexaminations.

Verify family income.

Participation in negotiation of contracts with owners.

Maintain files including required documents and current listings of available housing units.

Periodical contact with realtors, owners, lessees, etc., in order to update rental housing market information in coordination with Housing Inspectors.

Provide individual information to clients concerning available housing and any other related matters.

Prepare FSS Program Families individual contracts. The contract shall incorporate the individual training and service plans, the family's rights and responsibilities, the service to be provided and the activities to be completed by the head of the family, and each adult member of the family, who chooses to participate in the program.

Prepare monthly payrolls for housing owner participant of the Section 8 Program.

Visit participants and/or neighborhoods to perform any required special investigation of inspection.

Section 8 Program Accountant

Fiscal Unit Coordinator

Administrative Responsibility

Reports to the Section 8 Program Director

Functional (Program) Responsibility

Has overall responsibility for ensuring that all accounting books, records and reports are maintained in accordance with HUD requirements and generally accepted accounting standards.

Specific Duties

Inform Section 8 Program Director on the status of the program's finances.

Prepare requisitions for program funds.

Prepare annual Section 8 applications (especially Form HUD 52672 and HUD 52673)

Maintain a record of rental payments to the owner (HAP register).

Coordinate with the Section 8 program Coordinator about changes in address, income, family composition and any other information pertaining to tenants and owners.

Prepare financial reports at the end of the fiscal year.

Perform the accounting for the Section 8 Program.

Maintain accounting files in accordance with Section 8 Program needs.

Verify payrolls of Section 8 Program employees.

Keep records of Portability payments and receivables.

Prepare monthly trial balances for the Section 8 Program.

Section 8 Program Housing Inspector

Administrative Responsibility

Report to the Section 8 Program Director.

Functional Responsibility.

Is responsible for ensuring that housing units (Existing) meet Section 8 Housing Quality Standards.

Specific Duties

Perform initial, annual or special inspections to proposed or under contract existing housing units.

Will approve units in compliance with Housing Quality Standards.

Notify owners and participants of deficiencies encountered and will give a time frame to perform the repairs.

Analyze and report on current rent reasonableness for each contact housing unit.

Executive the Inspection Form (HUD-52580), Lead-Based Paint Certification, Rent Reasonableness and Request for Lease Approval Forms.

Fully documents each file with the necessary documents.

Advise clients on all matters including complaint procedure. Hand-deliver documents to participants.

Arrange appointments with participant owners and tenants to discuss matters related to the Section 8 Program. Make and receive telephone calls related to the Section 8 Program.

Responsible for the maintenance of documentation related to Housing quality Standard inspections and of keeping them properly filed.

Perform other duties as required by the Housing Department Director and/or the Section 8 Program Director.

A Certificate Holders Packet will be given to the family containing the following:

Request for lease approval

Required lease provisions

Lead-based paint notices and certificate

Fair Housing Information

Schedule of utility allowances

Informal hearing procedures

Information on the total tenant payment (tenant rent)

Portability eligibility (24CFR 982.354 & 982.355)

Section 8 Full Area

Roles and Responsibilities of Key Housing Choice Voucher

Program (Role of the family – Role of the owner

Packet to expanding opportunities

Administration of Program Procedures

The Housing Authority has developed detailed procedures for the administration of Section 8 Existing Housing Voucher Programs. These procedures provide the framework for directing managing, supervising and monitoring program activities. They include local procedures and policies for the treatment of applicants and participants as follow:

Outreach to Families and Owners

The overall objective of this activity is to assure that program availability is adequately publicized in order to reach eligible families and owners of rental housing units. Affirmative marketing efforts are a key component, since certain groups are difficult to reach by conventional means, in order to ensure that all eligible candidates have an opportunity to participate in the program.

Each time the Section 8 Office enters into an Annual Contributions Contract for new units, it makes known to the public – via publication in the Section 8 Bulletin Board and/or other suitable means – the availability and nature of housing assistance for very low income families. This notice contains the following information:

When families may apply for the program.

A brief description of the Section 8 and FSS programs, including the possibility of families receiving assistance for the units which they are currently occupying.

It states that occupants and applicants of public and/or other housing may apply for the Section 8 Housing Programs if they wish to participate.

Special outreach for handicapped families.

The HA will publish a notice inviting owners to make dwelling units available for leasing by participating families. This notice is published via memorandum posted in the Municipal Government Reception Bulletin Board, and the Section 8 Reception Area and/or other suitable means, as necessary, in order to reach a maximum number of owners and real state brokers located in all geographical sectors within the jurisdiction of the Housing Administration.

The HA has an affirmative action marketing program to ensure that opportunities for program participation are adequately publicized in order to reach and/or accomplish the following:

Families identified by the ha as the lest likely to apply (e.g.) handicapped families, very low-income families, large families and homeless families.

Families identified in the Housing assistance Plan.

Owners of rental properties located outside areas of low-income or minority concentrations.

Families identified in the Rental Rehabilitation Program.

Provide are-wide housing opportunities to families.

All outreach is done in accordance with the Section 8 Office's approved Equal Opportunity Housing Plan, Administrative Plan, and HUD guidelines for fair housing using the equal housing opportunity logotype, statement and slogan.

The following steps are undertaken annually to assure a successful outreach program for attracting families (if necessary):

Identify resources available for performing outreach functions, including staff, community service and housing counseling agencies, churches, employers, union, etc.

Review methods for taking applications in order to ensure that adequate provisions are made for hardship cases, and review desirability of pooling application resources with other HA services, in order to provide information on a wider range of housing opportunities.

Plan to implement outreach, aimed at the families least likely to apply, in advance of the date on which formal application-taking procedures are given.

a) Newspaper announcements in widely circulate newspapers and/or the suitable means.

b) The “Word of Mouth” approach by currently assisted and/or applicant families, encouraging them to inform their friends, relatives and neighbors about the program.

c) Supportive outreach assistance provided by other organizations.

EXPANDING HOUSING OPPORTUNITES

WRITTEN POLICY

A. Administrative Plan Includes and owner outreach program to encourage owners to participate in the program. We will include a map in the information packet that will show the best areas to rent.

B. Puerto Rico Map

It shows the location of our Municipality and the Municipality of Moca, Aguadilla, Añasco, Isabela, Rincon which the participants could find a house. This map will be included in the information packet and discuss in the briefing.

Municipality of Aguada

We will include this map in the information packet in which the participants can find a place outside a proverty area. As you can see only areas are considered low proverty areas in our municipality but our efforts resulted in a lot of owners registered and willing to rent their houses to the Section 8 Program. (See owners willing to rent list.

Completion of application, Determination of Eligibility and Selection of Families

(24 CFR, 982)

Families who have completed applications (after all required documents have been received, evaluated and accepted by the HA), and are in the application pool are considered according to the date and time of the application.

Family: (24CFR, 812.2) a single or a group of persons living together, subject to the provisions and eligibility criteria established under the program [Family Composition 982.201 (c)].

The term includes, but is not limited to:

A family with a child or children

A group of persons consisting of two or more elderly persons or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in aides.

An elderly family (or single person) which includes a remaining member of a tenant family.

A disabled person.

A displaced person.

A single pregnant woman with no other family members.

Unmarried couples and other non-related persons living as a family.

A child who is temporarily away from the home because of placement in foster care is considered a member of this family.

Applicants who certify housing needs in one of the following categories are listed in order of priority within each category. Selection will be governed by Date and Time of application. Application forms must be signed. The process must comply with [24CFR,982.208 (1) (9)] Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d); title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601-19/Fair Housing Act); Executive order 11063 on Equal Opportunity in Housing; Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act (42 U.S.C. 12101-12213). The preferences must be consistent with the HA Affirmative Fair Housing Objectives.

Federal Selection Preferences (Section 882.219)

Priority I: Families with three Federal Preferences

Priority II: Families with two Federal Preferences

Priority III: Families with one Federal Preferences

Local Selection Preferences

The family that lives in a house which has more residents than rooms.

The Housing Authority of Aguada applies the Federal Preferences in a manner consistent with the provisions of Section 882.219, the non-discrimination requirements as established in Section 882.111, and Section 984.104 (c) of the FSS Program.

Criteria for the 10 percent Exemption Priority

In the HA we have applicants on the waiting list with various housing needs. They all qualify for at least one out of the three Federal Preferences.

Non-preference applicants are rare and almost null. Therefore, the 10 percent exception in this HA will be applied to applicants without any Federal Preferences.

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Restrictions on Assistance to Non-citizens

Verification of eligible immigration status will be conducted by the HA simultaneously with verification of other aspects of eligibility requirements for assistance under 24 CFR Section 214 (200.180 thru 200.192, Sub-part G) and Section 912.

The HA will verify eligible immigration status in accordance with the INS procedures described in 24 CFR Section 912.8.

Suspension of Application-taking

If there is insufficient funding to admit all eligible applicants to participate in the Section 8 Program, this HA will suspend at any time, the acceptance or processing of new applications, or the addition of new listings to the waiting list.

When the number of applicants on the waiting list is such that new applicants would have to wait for more than one year for a certificate and/or a voucher, the HA will suspend the taking of applications. This will avoid both unnecessary application processing costs and false hopes to applicant families that assistance would be available to them in the near future. Suspension of application-taking will be publicly announced in the same manner as the public notices for program availability, and once resumed, public notices will be made. (See page 21)

Initial Screening of Applicants

The procedures and documents required for determining family eligibility are as follows:

Applicants present evidence of all income received by the family including Social Security benefits, Social Services, pensions, child support, scholarships, assets, etc.

Applicants and participants are required to disclose and verify their Social Security numbers as well as their children Social Security numbers (children over 6 years of age), and their employers business identification number (if necessary).

To assure the integrity of the program, this HA will provide assistance only to those families which have applied for and have been processed through the waiting list.

After the waiting list is closed and the HA is not accepting additional applications, applicant families with emergencies and unexpected housing needs will be referred to other housing service agencies such as adjacent Housing Authorities, Public Housing New construction Projects, Moderate Rehabilitation Projects, public and Private Housing Shelters, Social Services and Elderly Homes, or any other housing providers, for expeditious assistance.

This HA will also maintain a Register in order to include applicants, with or without Federal Preferences, who request housing assistance under the Section 8 Existing Housing Program after the waiting list is closed.

Once the waiting list is reopened, applicants in the Register will be considered in accordance with the HA admission policies based on the date and time housing assistance was requested and included in the Register, also, preference status will be taken into consideration, following the HA admission policy.

Certification of employment signed by the employer.

Affidavits for seasonal workers or for the self-employed.

Eviction notice, where applicable.

Evidence or receipt of most recently paid rent.

Marriage certificate or divorce decree, where applicable.

Birth certificates of all the members of the family.

Good conduct certificate from the police Department.

Certificate of ongoing studies for all children over 18 years of age.

Affidavit for common-law couples.

Income tax return forms.

Certification of unemployment for persons who are older than 18 years of age and are not studying.

Certification of a handicap or a medical disability.

Property Title of the location currently occupied by the applicant in order to verify that the property is not owned by the applicant.

Family group photograph.

These items will be required at the discretion of the agency whenever applicable (provide that it will not impose financial hardship).

Authorization for release of information for all members of households over 18 years of age.

The applicant is required to sign a form authorizing program personnel to corroborate the information presented with the respective public agencies and/or other institutions – e.g., the Social Services Administration, etc. – and to obtain verification of income. The FSS Program may screen families for participation in the FSS program. The HA requires attendance at FSS orientation sessions and/or a pre-selection interview [Section 984.203 (c) (1) (2)].

Program personnel may also conduct interviews at their current place of residence and have their living conditions documented.

Once the family's eligibility has been determined, the family is notified by mail of the determination taken and of the steps to follow.

Ineligible families will be offered an informal hearing on the determination of ineligibility no later than thirty (3) days after the date their application was submitted.

Computation of Gross Family Contribution

Computation of gross family contribution will be determined as per HUD's regulations. The computation for gross family contribution will be made once all income has been duly accounted for and properly verified, and all credits and unusual expenses have been determined eligible under the other applicable factors.

Computation of gross family contribution (GFC) is the greater of the following computations:

10% of the monthly income before any deductions.

30% of the monthly income after allowances for minors, medical (if applicable) and other eligible expenses.

Briefing of Families and Issuance of Vouchers

When the family receives a vouchers, the following items will be fully explained:

Family and owner responsibilities under the lease and HAP contracts.

How to find a suitable unit.

Housing Quality Standards.

Procedures for both the family and owner regarding dwelling unit inspections.

Fair Housing Equal Opportunity and Grievance Procedures.

The voucher issued to the family will be determined by the size of the family. The length of extension for voucher, beyond the initial 30 days term, must be established by the HA based on a just cause accepted by the HA. Three (3) thirty (30) day extensions will be granted by the HA if warranted. After the request for lease approval is submitted, the HA will extend the certificate or voucher for a period not to exceed thirty (30) days based on a good cause. In case a certificate or voucher expires, the family may reapply and be added to the waiting list in order of priority.

The family may obtain the pertinent request form for lease approval. The family will be given sample opportunity to discuss and raise questions with be given sample opportunity to discuss and raise questions with relation to the above mentioned orientation. Personal assistance will be provided to families in an attempt to help them find adequate housing.

The HA will encourage participation of owners of suitable units located put side areas of low income or minority concentrations. Owners will be oriented in relation to this matter.

Upfront (UIV) Highly (Highly Recommended, highest level of third party verification)

Written 3rd Party High (Mandatory if upfront income verification is not available or if UIV data differs substantially from tenant-reported information)

Oral 3rd Party Medium (Mandatory if written third party verification is not available)

Income Type	Upfront	Written Third Party	Oral Third Party	Document Review	Tenant Declaration
	(LEVEL 5)	(LEVEL 4)	(LEVEL 3)	(LEVEL 2)	(LEVEL 1)
Wages/Salaries	Use of computer matching agreements with a State Wage Information Collection Agency (SWICA) to obtain wage information electronically, by mail or fax or in person.	The UPA mails, faxes, or e-mails a verification form directly to the independent sources to obtain wage information.	In the event the independent source does not respond to the PHA undss written request for information, the PHA may contact the independent source by phone or make an in person visit to obtain the requested information.	When neither form of third party verification can be obtained, the PHA may accept original documents such as consecutive pay stubs (HUD recommends the PHA review at least three months of pay stubs, if employed by the same employer for three months or more), W-2 forms, etc. from the tenant. Note: The PHA must document document in the tenant file, the reason third party verification was not available.	The PHA may accept a notarized statement or affidavit from the tenant tha declares the familyundss total annual income from earnings. Not The PHA mus document document in t tenant file, the reason third party verificati was not available.
	Agreements with private vendor agencies, such as The Work Number or ChoicePoint to obtain wage and salary information.	The PHA may have the tenant sign a Request for Earnings Statement from the SSA to confirm past earnings. The PHAs mails the form to SSA and the statement will be sent to be address the PHA specifies on the form.			
	Use of HUD systems, when available.				

Verification of Employment Income: The PHA should always obtain as much information as possible about the employment, such as start date (new employment), termination date (previous employment), pay frequency, pay rate, anticipated pay increases in the next twelve months, year-to-date earnings, bonuses, overtime, company name, address and telephone number, name and position of the person completing the employment verification form.

Self-Employment	Not Available	The PHA mails or faxes a verification form directly to sources identified by the family to obtain income information.	The PHA may call the source to obtain income information.	The PHA may accept any documents (i.e. tax returns, invoices and letters from customers) provided by the tenant to verify self-employment income. Note: The PHA must document document in the tenant file, the reason third party verification was not obtained.	The PHA may accept a notarized statement or affidavit from the tenant that declares the family's annual income from self-employment. Note: The PHA must document document in the tenant file, the reason third party verification was not available.
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Verification of Self-Employment Income: Typically, it is a challenge for PHAs to obtain third party verification of self-employment income. When third party verification is not available, the PHA should always request a notarized tenant declaration that includes a perjury statement.

Social Security Benefits	Use of HUD Tenant Assessment System (TASS) to obtain current benefit history and discrepancy reports.	<p>The PHA or faxes a verification form directly to the local SSA office to obtain social security benefit information.</p> <p>(Not Available in some areas because SSA makes this data available through TASS. SSA encourages PHAs to use TASS.)</p>	<p>The PHA may call SSA, with the tenant on the line, to confirm obtain current benefit amount.</p> <p>(Not Available in some areas because SSA makes this data available through TASS. SSA encourages PHAs to use TASS.)</p>	The PHA may accept an original SSA Notice from the tenant. Note: The PHA must document in the tenant file, the reason third party verification was not available.	The PHA may accept a notarized statement or affidavit from the tenant that declares monthly social security benefit amount. Note: The PHA must document in the tenant file, the reason third party verification was not available.
Welfare Benefits	Use of computer matching agreements with the local Social Services Agency to obtain current benefit amount electronically, by mail or fax or in person.	The PHA mails, faxes, or e-mails a verification form directly to the local Social Services Agency to obtain welfare benefit information.	The PHA may call the local Social Services Agency to Confirm obtain current benefit amount.	The PHA may review an original award notice or printout from the local Social Services Agency provided by the tenant. Note: The PHA must document in the tenant file, the reason third party verification was not available.	The PHA may accept a notarized statement or affidavit from the tenant that declares monthly welfare benefit amount. Note: The PHA must document in the tenant file, the reason third party verification was not available.

Child Support	Use of agreement with the local Child Support Enforcement Agency to obtain current child support amount and payments status electronically, by mail or fax or in person.	The PHA mails, faxes, or e-mails a verification form directly to the local Social Services Child Support Enforcement Agency or child support payer to obtain current child support amount and payment statuswelfare benefit information.	The PHA may call the local Child Support Enforcement Agency or child support payer to confirm obtain current child support amount and amountpayment status.	The PHA may review an original court order, notice or printout from the local Child Support Enforcement Agency provided by the tenant to verify current child support amount and payment status. Note: The PHA must document document in the tenant file, the reason third party verification was not available.	The PHA may accept a notari statement of affidavit from th tenant that declares current child support amount and amountspayme status. Note: T PHA must document document in th tenant file, the reason third pa verification was not available.
Unemployment Benefits	Use of computer matching agreement with a State Wage Information Collection Agency to obtain unemployment compensation electronically, by mail or fax or in person.	The PHA mails, faxes, or e-mails a verification form directly to the State Wage Information Collection Agency to obtain unemployment compensation information.	The PHA may call the State Wage Information Collection Agency to confirm obtain current benefit amount.	The PHA may review an original benefit notice or unemployment check stub, or printout from the local State Wage Information Collection Agency provided by the tenant. Note: The PHA must document document in the tenant file, the reason third party verification was not available.	The PHA may accept a notari statement or affidavit from th tenant that declares unemployment benefits. Note: The PHA must document document in th tenant file, the reason third pa verification was not available.
	Use of HUD systems, when available.				

Pensions	Use of computer matching agreements with a Federal, State, or Local Government Agency to obtain pension information electronically, by mail or fax or in person.	The PHA mails, faxes, or e-mails a verification form directly to the pension provider to obtain pension information.	The PHA may call the pension provider to confirm obtain current benefit amount.	The PHA may review an original benefit notice from the pension provider provided by the tenant. Note: The PHA must document document in the tenant file, the reason third party verification was not available.	The PHA may accept a notarized statement or affidavit from the tenant that declares monthly pension amounts. Note: The PHA must document document in the tenant file, the reason third party verification was not available.
Assets	Use of cooperative agreements with sources to obtain asset and asset income information electronically, by mail or fax or in person.	The PHA mails, faxes, or e-mails a verification form directly to the source to obtain asset and asset income information.	The PHA may call the source to obtain asset and asset income information.	The PHA may review original documents provided by the tenant. Note: The PHA must document in the tenant file, the reason third party verification was not available.	The PHA may accept a notarized statement or affidavit from the tenant that declares asset and asset income. Note: The PHA must document in the tenant file, the reason third party verification was not available.

Comments	Whenever HUD makes available wage, unemployment, and SSA information, the PHA should use the information as part of the reexamination process. Failure to do so may result in disallowed costs during a RIM review.	Note: The independent source completes the form and returns the form directly to the PHA. Agency. The tenant should not hand carry documents to or from the independent source.	The PHA should document in the tenant file, the date and time of the telephone call or in person visit, along with the name and title of the person that verified the current income amount.	The PHA should use this verification method as a resort, when other verification methods are possible or have been unsuccessful. Notarized statement should include a perjury penalty statement.
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INCOME TYPE	REASON 3RD PARTY VERIFICATION IS NOT AVAILABLE
Checking/Savings Accounts	Balance is under a specified reasonable threshold (determined by the PHA and included in PHA plans and policies) and it would not be cost effective to incur bank verification fee and/or use PHA administrative staff time to facilitate 3rd party verification.
Employment	PHA has attempted third party verification (and documented the tenant file) and has not received a response. It would not be reasonable or cost effective to continue seeking 3rd party verification.

Self-Employment Verification	The tenant may do odd jobs such as babysitting, cutting lawns, running errands for various people, or other Schedule C type work. Often times, the participant cannot provide a name and address, telephone number for the PHA to confirm this type of income, thus making it impossible for the PHA to obtain 3 rd party verification.
Social Security Benefits	Benefit information is not available in HUD's Tenant Assessment Sub-system (TASS) and the Social Security Administration (SSA) Office does not accept verification requests from PHAs. (Examples of why data is not available: Invalid SSN, PIC system, newly admitted family into program.)
Unemployment Benefits	PHA does not have a computer matching agreement with the State Wage Information Collection Agency (SWICA) to obtain income verification. SWICA refuses to provide information over the telephone or in writing.
Welfare Benefits	PHA does not have a computer matching agreement with the local welfare office to obtain income verification. Local welfare office refuses to provide information over the telephone or in writing.

REVISED ADMINISTRATIVE PLAN

MAY 14, 2007

This Administrative Plan has been revised to include the following policies:

*Mandatory Prohibition of Sex Offenders – 24 CFR Part 982.553 (2) Denial of
Admission and Termination of Assistance for Sex Offenders*

This Policy is included in the Page 25G of the Administrative Plan.

*Violence Against Women Act and Department of Justice Reauthorization Act (VAWA)
Section 3 of the United States Housing Act of 1937 as amended by VAWA (42 U.S.C. 13925).
Notice PIH 2006-23.*

This Policy is included in the Page 25H of the Administrative Plan.

“PROHIBITION SEX OFFENDERS POLICY”

The Municipality of Aguada has established standards that prohibit admission to the Program if any member of the household is subject to a lifetime registration under a State Sex Offender registration program (24CFR 982.553 (2)). The Municipality of Aguada, RQ 073, will screen the family by performing a criminal history background check necessary to determine whether any household member is subject to a lifetime sex offender registration requirement in the State where the dwelling unit is located and in other States where the household members are known to have resided. The screening is to be carried-out through the Puerto Rico Police Department, which issues a Certificate of Conduct.

The Municipality of Aguada will deny admission if any member of the household is subject to a lifetime registration requirement under a State Sex Offender registration Program. Sex offenders, not subject to lifetime registration, will be denied assistance for the entire period they are subject to registration as sex offenders.

**“DOMESTIC VIOLENCE STATEMENT HOUSING CHOICE
VOUCHER PROGRAM”**

The Violence against Women Act (VAWA), Public Law 109-162 was signed into law on January 5, 2006. Section 603 of the law amends Section 5A of the U.S. Housing Act (42 U.S.C.I. 437C-1) to require PHA’s five-year and annual PHA Plans to contain a Domestic Violence Policy Statement regarding any goals, activities, objectives, policies, or program of the PHA that are intended to support or assist victims of domestic violence, dating violence, sexual assault, or stalking. Sections 606 and Section 607 amend the Section 8 and Public Housing Section of the U.S. Housing Act (42 U.S.C. 1437f and 1437d) to protect certain victims of criminal domestic violence, dating violence, sexual assault, or stalking-as will as members of the victim’s immediate families-from losing their HUD-assisted housing as a consequence of the abuse of which they were the victim. While awaiting new guidelines from the Department of Housing and Urban Development for implementing VAWA the Municipality of Aguada, RQ 073, has adopted the following goals and objectives, for Domestic Violence Policy:

>The VAWA applies to the Housing Choice Voucher Program.

>The Applicant/tenant/victim will be treated with respect and dignity.

**> The Municipality of Aguada will notify Housing Choice Voucher owners
and managers of VAWA.**

**>The Municipality of Aguada will notify voucher holders of their rights
under**

**VAWA including the possible portability of vouchers between jurisdictions
to escape an imminent threat of further domestic violence or stalking.**

>VAWA will be incorporated into the landlord and tenant orientation process.

>Necessary conforming amendments to Housing Choice Voucher rules, regulations and paperwork will be further addressed after receipt of guidelines from the Department of Housing and Urban Development (HUD).

Housing Quality Standards and Inspections

The Section 8 Office utilized the inspection Form HUD-52580 to perform and record the inspections of each unit.

The Housing unit must comply with the Housing Quality Standard and acceptability criteria. The inspection is conducted with participation of the owner, the tenant and the Section 8 Office Housing Inspector. Each person initials each page of the inspection form and signs the last page. This procedure is used for initial inspections and reinspection.

To assure Housing Quality Standards, 5% of all inspections will be supervised by the Section 8 Program. Reports of inspections, (5% of inspections and reinspection) will be kept in the program's files.

Utility Allowances

The HA will conduct a study on utility allowances when it is considered necessary. The schedule will be adjusted whenever rates have increased or decreased by 10% or more.

Lease Approval and Housing Assistance Payments.

Contract Execution and Rent reasonableness

- a) Prior to executing a lease contract, the Section 8 Officer undertakes a study to determine the rent that is being paid for housing units in the area with the same characteristics. Each participant's files has a copy of the study conducted certifying the reasonableness of the contract rent. Reasonableness of rent will be determined by

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- b) consulting the Department of Consumer Affairs and/or by means of comparison with the rent of similar standard units in the neighboring areas.

The Section 8 Office informs families on the process of locating a suitable housing unit as well as on lease provisions. When, possible, the owner is oriented about program procedures and regulations at the Section 8 Office. In cases where the rent is over the fair market rent and the difference is considered reasonable, the HA may approve the exceed 20% of the units under ACC for the HA Certificate Program. Records and documents related to lease approval will be filed at the program's office for the life of the contract and for at least 3 years after cancellation of the same.

The HA will use a model lease contract approved by HUD. The HA will conduct a study on rent reasonableness when it is considered necessary to establish that the contract rent is not in excess of rents currently being charged by owner for comparable unassisted units.

In the Voucher Program, owner may collect a security deposit which is the greater of either one month's total tenant payment (TIP) or \$50.00, but it may not be unduly high so as to preclude participation by program applicants.

The HA will assist the families that claim that illegal discrimination has prevented the family from leasing a suitable unit: EX., single women with many children.

The HA states that it will be it's policy to provide non-confidential information about a family to prospective owners.

Annual and Interim Recertification

A systematic review of family income, composition, and exceptional medical (if applicable) or other unusual expenses (recertification) of all cases.

Interim review are triggered by request made by the families or by any indication that the status of the family had changed.

Ninety days prior to the expiration of the contract, the tenants are notified by mail of the need for a re-examination of the family's income, composition, unusual expenses, etc. This letter indicates the date, time and place, and which documents are necessary for the re-examination.

Section 8 Office procedures call for the re-examination of a family's income and circumstances, usually done annually or whenever triggered by evidence of change, or by periodically conducted investigations. Follow-up actions are taken and special examinations are conducted when circumstances and information prevent a family's annual income from being projected with any reasonable degree of accuracy.

The family and/or owner will be notified of the outcome of the recertification with 30 days notice prior to the expiration of the contract. The HA will notify participants and/or owners of any change (s) made due to the recertification process with the required 30 days notice.

Informal Review & Hearing for Denial,

Reduction, or Terminations of Assistance

The HA, upon determining that an applicant or participant is ineligible, will notify the applicant or participant, in writing, on the reason (s) for the ineligibility and of their

right to request an informal review for applicants, or informal hearing for participants.

Procedure:

When an informal review or hearing is requested by an applicant, certificate or voucher holder, or tenant, said informal review or hearing will be conducted by an employee of the HA or another public official who s not directly involved in the day-to-day administration of program.

In addition:

The family may retain counsel or other representation, if desired, as its own expenses.

Either the family or its counsel/representative must be given the opportunity to examine the evidence and question any adverse witness (es). The family, or its counsel/representative must also be given the opportunity to present testimony and evidence in its favor. The decision of the official presiding over the hearing, and must state the legal and evidentiary grounds for the decision.

Repayment of Debt to the HA and Denial of Assistance

a) The HA will offer an applicant and/or participant the opportunity to enter into an agreement for repaying the money owed to the HA or amounts paid to an owner by the HA. The agreement will be on the terms prescribed by the HA. The HA may at anytime deny or determinate assistance for breaching an agreement. If the participant breaches an agreement, the HA may terminate housing assistance payments which are being made on behalf of the participant under an outstanding contract.

b) The HA will no longer consider the participation of a family in the Section 8 Voucher Program's after the family has been denied assistance and they have been terminated by the program due to violations of the program's policies and procedures.

c) The HA will allow the family to be absent from the dwelling unit for no more than 90 days under the following firs three verified circumstances:

Illness or hospitalization – medical history verification requested.

Illness of a relative who needs care from a family member, in another location – medical history verification requested.

Any other HA approved and verified circumstances, e.g., military services (reserves, etc.)

Vacations for no more than 30 days.

The HA will continue giving assistance, after the break-up of a marriage, to the family member to whom the custody of the children was granted by the court. In a case where there are no children involved, the HA will determine who will continue to receive the assistance.

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Terminations and Evictions

Under the program, eligible families will automatically continue to receive assistance unless the contract is terminated by the HA for reasons similar to those set forth in the HAP contract, such as:

The family vacates the unit in violation of the lease.

The owner terminates tenancy in accordance with regulations.

The family moves from its unit without the owner's approval and/or without notifying the program.

If tenant vacates its unit in violation of the lease or tenancy agreement, the owner shall receive the housing assistance payment due under the HAP contract for the period of the current month. The owner shall receive a housing assistance payment from the HA in the amount of 80% of the contract rent for a vacancy period not exceeding one additional month, rent for a vacancy period not exceeding one additional month, or the expiration of the lease or tenancy agreement, whichever comes first. If the owner collects any of the family's share of the rent for the second month, the payment must be reduced to an amount which, when added to the payment, does not exceed 80% of the contract rent. The owner must reimburse the HA for any excess collected from the family after the vacancy loss payment has been made. If an owner fails to collect a security deposit, the HA's liability will be reduced by the amount the owner could have collected.

The owner has evicted the family in accordance with State/Local Law (the owner must notify the Section Office prior to instituting eviction procedures).

The HA may also terminate the contract if:

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The family no longer requires assistance.

The units fails HQS.

The unit is overcrowded and does not meet the HQS space requirements.

The family does not comply with the obligations stated in the contract.

The HA discovers program abuse and fraud.

The owner is not in compliance with the terms of the housing contract.

The tenant does not comply with the recertification process on time.

The family/owner will be notified, in writing, 30 days prior to the termination of the contract.

Evictions

Although the HA does not authorize or deny eviction actions, owners are required to:

Couple with the requirements of State/Local Law.

Provide a copy of the notice to the HA when the notice is given to the family.

The HA must determine whether the family is eligible to receive continued assistance under the Section 8 Program.

Increased Choice of Housing

No Fair Market Rent cap on amount of rent that can be paid for a unit leased under the Housing Voucher Program.

Families have unlimited choice of any housing that meets the Housing Quality Standards, and are not limited to choosing units in the bottom half of the standard housing inventory.

Greater Equity

In-place families who do not want to move are not precluded from participation in the program because the rent for their unit exceeds the limits of Fair Market Rent.

All similar families (i.e., same number of household members and same income) receive identical subsidies.

Each family has the choice of how much of its income it wishes to devote to housing.

Additional Terms and Concepts

1. In addition to the terms and concepts used in the Voucher Program, the following terms, definitions and concepts apply:

Eligible Family – An eligible family, as defined in 24 CAR Part 887, Section 887.151 (a), that qualifies as a very low income family at the time it initially receives assistance under the HA Housing Voucher Program.

Lower Income Family – A family whose income does not exceed 80 percent of the Median Income for the area, as determined by HUD.

Applicable Standard – The Schedule of Housing Coast used to calculate the Housing Voucher subsidy.

Initial Payment Standard – This schedule applies to all families at the outset of the Housing Voucher Program. The family size is based on the HA's occupancy standards. The initial Payment Standard Schedule is based on the Fair Market Rent Schedule or the HUD approved community-wide exemption rents in effect at the time of execution, by HUD, of the HA original ACC for the first increment of funding under the Housing Voucher Program.

New Family/Mover Schedule – The HA may establish a new family/mover schedule at any time. The amounts on the new family/mover schedule can be any amount between the Initial Payment Standard 9or Adjustment Standard, if applicable) and the FMR in effect at the time the new family/mover schedule is adopted.

Adjustment Standard Schedule – The HA may, at its discretion, establish an adjustment standard schedule twice during any five-year period in order to assure continued affordability. The amounts of the adjustment standard can be any amount between the Initial Payment Standard (or previous adjustment standard schedule, if applicable) and the FMR in effect at the time the adjustment standard schedule is adopted. No adjustment standard schedule may be established if less than 60 months have elapsed since the next to the last adjustment standard schedule was adopted.

Housing Voucher – A document issued by the HA declaring a family to be eligible for participation in the Housing Voucher Program and stating the terms and conditions for the family's participation.

Housing Voucher ACC – A written agreement between HUD and a HA to provide annual contributions to the HA for Housing Assistance Payments, and administrative fees the HA.

Housing Voucher Contract – A written contract between the HA and an Owner – on a form prescribed by HUD for the Housing Voucher Program – in which the HA agrees to make Housing Assistance Payments to the Owner on behalf of an eligible family.

Gross Rent – The actual rent for the unit stated in the lease and payable to the owner, plus any utility allowance (c) appropriate for that unit.

Utility Allowance – The allotted amount, by unit size and type, for tenant-furnished utilities and services, based on the typical cost of each utility and service in that locality.

Total Tenant Payment – The portion of the monthly gross rent payable by an eligible family, including the utility allowance paid by said family.

Minimum Total Tenant Payment – The minimum amount of gross rent that an assistance family must pay toward rent. All our tenants will pay \$25.00 dollars minimum rent.

Portability – Portability is the ability for a Housing Voucher holder to move from the jurisdiction of its current HA to the jurisdiction of another HA.

A HA which administers a Housing Voucher Program must accept or refer a Housing Voucher holder from another HA jurisdiction (24CFR 982.354 & 982.355).

Owners must provide at least 60 days written notice of any proposed rent increase to the family and the Municipality.

Enforcing Housing Quality Standards (HQS)

The HA will complete HQS inspections and complaint inspections as needed.

The HA may abate or terminate housing assistance to owners if the units fails HQS.

The HA understands that HUD may reduce administrative fees if it fails to enforce HQS.

Easing of Pressure on Fair Market Rents

Decreases the demand for units at, or below, Fair Market Rents.

If a pre-program unit meets housing quality may participate in-place without moving to a lower costing unit.

Landlords will have to set rents at the level the market is willing to pay, rather than HUD determining the Fair Market Rent.

Organization and Staffing

The voucher program extends the HA's fiscal responsibility to manage subsidized funds and administrative costs. Therefore, the staff directly involved in the administration of Federal Programs in this HA will be designated according to the number of vouchers assigned to the Program and administrative expenses as follows.

The Office of the Program Director for the Section 8 Housing Assistance Program will have the overall responsibility for ensuring compliance with federal regulations and the implementation of policies and procedures pertaining to the Voucher Program.

This staff will perform the following functions:

Prepare all the necessary documents, budgets, forms, and files required by the program.

Prepare and/or adapt the necessary forms, information, instructions, and material required for the organization and implementation of the Program.

Initiate the training of staff to work on the project, at the HA.

During the leasing schedule and intake period, coordinate, supervise, organize, and actively participate in the following

Outreach to Eligible Families and Contact with owners.

Determinations of Family Eligibility and Tenant Selection.

Verification of Income and Determination of Total Tenant Payment.

Briefing of Family and Issuance of Vouchers.

Housing Quality Standards Inspections.

Lease Approval and Contract Execution.

Payment to owners.

Provision of Housing Information and Services to Recipient Families.

Annual Recertification, Interim Recertification.

Reinspection of Units Under Contract.

Family Mobility and Portability of Vouchers.

Terminations and Evictions.

Monitoring Applicable Payment Standards and Budgets.

Security Deposits and Claims for Damages, Unpaid Rents and Vacancy Loss.

Informal Hearing for Denial, Reduction or Terminations of Assistance.

Additional Policies for the Voucher Program

Outreach for Eligible Families

If a family refuses the form of assistance offered by the voucher Program, the alternative will be for, whenever appropriate, the family to remain on the waiting list for Voucher Program or to refer the family to public housing or other resources that are available.

The maximum Housing Voucher subsidy the HA may pay is the Applicable Payment Standard minus 30% of the family's monthly adjusted income. A family can never pay less than 10% of monthly gross income.

The subsidy to be paid will be based on the size of the unit the family is eligible to occupy, based on the following standards:

Family Members

1-2

2-4

3-4

4-8

Bedrooms

1

2

3

4

The family may select a unit that is larger than the bedroom size authorized by the HA, but the family must pay for the increase in cost.

Before establishing or changing the Adjustment Standard Schedule, the HA will notify the public by means of posting public notices regarding consultation on the impact of affordability adjustments on the number of families that can be assisted.

Verification of Income and Determination of Annual Income and Total Tenant Payment

Once the family has filed an application and has provided the evidence required to complement it, office personnel will verify with sources and references, all basic information five by the applicant, by means of a personal interview, telephone contact or by mail. When all information is verified and the family is determined eligible, the calculation of the Total Tenant Payment will be estimated based on the definitions of income as per CFR 813. Direct orientation will be given to the family on the Vouchers Packet they will receive.

Briefing of Family and Issuance of Vouchers

When the family receives a Voucher, the following items will be fully explained, and a Holder's Packet, the same as in the Voucher Program, will be given to them containing the following:

Family and owner responsibilities under the Lease and Contract.

How to find a suitable unit.

Housing Quality Standards.

Procedures for family and owner dwelling unit inspection.

Portability eligibility (24CFR 982.354 & 982.355).

The family will obtain the pertinent forms for lease approval upon issuance of the voucher. The family will be given ample opportunity to discuss and raise questions related to the above mentioned orientation. Personal Assistance will be provided to families in an attempt to help them find adequate housing.

Annual and Interim Recertification

As is does under Voucher Program, the HA must annually re-examine income and family composition for families receiving assistance in the Housing Voucher Program.

Re-Examinations will be, at least, on an annual basis, and will generally be scheduled to coincide with other annual activities (e.g., Annual Unit Inspection).

The same procedures used for determining total tenant payment, tenant rent, and housing assistance payment at the initial certification will be used for the re-examination. However, the HA will first determine the Applicable Payment Standard to be used for a family.

The Applicable Payment Standard for a family continuing to receive assistance will be the same as the Payment Standard used to compute the family's current housing assistance payment, unless:

The HA instituted and Adjustment Standard Schedule with is higher than the Payment Standard currently being used, or...

The Family's size/composition has changed and the family is eligible for a larger or smaller unit (requiring a new standard because of the change in unit size), or...

The family chooses to move to a new unit.

Families in both programs will be notified of the results of the re-examination.

Families determined ineligible will be informed in writing, and given an opportunity for an informal hearing.

Procedures to be followed for families eligible for continued assistance are generally the same is

The family and owner are notified of changes in HAP and Tenant Rent.

An annual unit inspection is conducted.

A new lease and Housing Voucher Contract are prepared and executed (if applicable).

Families who intend to move will be briefed and issued a new Housing Voucher briefing packet.

Family Mobility and Portability of Vouchers

A participating Housing Voucher family is allowed to move, from one Housing Voucher jurisdiction to another, with continued assistance. This special program feature is defined as “Portability”. This HA will implement this concept in the following manner:

General Procedures

Whenever this HA, for portability purpose, is the Initial HA:

A family must live in the initial HA’s jurisdiction and hold a Housing Voucher, and be a current participant for at least one year to be eligible for portability.

The initial HA may deny a family’s request to move under the portability procedure only if the number of portable Housing Vouchers exceed 15% of its total units under lease in the housing Program. The family will be required to notify the HA, in writing, of their desire to move with at least 60 days prior notice.

Once a family notifies the Initials HA that they want to move under the portability procedures, the Initial HA will contact the receiving HA. The Initial HA will notify, to the Receiving HA, that:

The family is eligible for assistance (i.e., meets the income eligibility requirements of the Initial HA), and...

A Housing Voucher has been issued to the family.

The receiving HA must initially recertify the families income in order to calculate the Housing Assistance Payment based on the Applicable Payment Standard in effect the Receiving HA.

The Receiving HA will bill the Initial HA for the Housing Assistance Payments and HA fee, unless it has given the family one of its own Housing Vouchers. Families may move more than once under the portability procedures. However, the Initial HA may limit moves to one in any 12 month period, and in compliance with the rental contract. The Housing Voucher reverts to the Initial HA when the eligible family leaves the program (if the Initial HA's Housing Voucher was used).

PHA Fees

This Municipality, as the Initial HA:

Retains funding when the family leaves its jurisdiction.

May be eligible to receive up...

For each Housing Voucher family under lease, the Receiving HA bills the Initial HA for the full amount of the Housing Assistance Payment and 80% of the on-going administrative fee (calculated by using the Initial HA's applicable FMR).

Termination and Eviction

Assistance under the Housing Voucher Program will be automatically continued for eligible families unless the Housing Voucher Contract is terminated.

Termination

The Housing Voucher Contract may be terminated by the HA for reasons similar to those set forth in the AP Contract, such as:

- The family vacates the unit in violation of the lease.

- The owner terminates tenancy in accordance with HUD regulations.

- The family moves from its unit with the owner's approval.

- The owner has evicted the family in accordance with State/Local Law.

The HA may also terminate the Housing Voucher Contract if:

- The family no longer requires assistance, i.e., if 30% of the adjusted income exceeds the Applicable Payment Standard (the Housing Voucher Contract remains in effect for one year after the family's assistance is terminated).

- The unit fails HQS.

- The unit is overcrowded and does not meet the HQS space requirements.

- The family does not comply with the obligations stated in the Housing Voucher.

- The HA discovers program abuse.

- The owner is not in compliance with the terms of the Housing Voucher Contract.

The family/owner will be notified in writing prior to termination. The requirements for the HA to conduct an informal hearing also apply to Housing Voucher families.

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Evictions

Eviction procedures will be the same as in the Voucher actions, owners are required to:

Comply with the requirements of State/Local Law.

Provide a copy of the notice to the HA when the notice is given to the family.

The HA must determine whether the family is eligible to receive continued assistance under the Housing Voucher Program.

Monitoring Applicable Payment

Standards and Budgets

At least annually, the HA will review Applicable Payment Standards and determine if any changes are appropriate.

On a continuing basis, the HA will monitor expenditures to ensure that annual contract is not exceeded.

The HA will submit end-of-year financial reconciliations.

Security Deposits and Claims for Damages, Unpaid Rent and Vacancy Loss

Security Deposits

In the Voucher Program, owners may collect a security deposit of one month's contract rent, but it may not be unduly high so as to preclude participation by program applicants.

If an owner fails to collect a security deposit, the HA's liability will be reduced by the amount the owner could have collected.

Damages/Unpaid Rent

The Housing Voucher Program reimbursement for unpaid rent, damages or other amounts owed, will not exceed the lesser of:

The amount owed the owner, or...

One month's contract rent minus:

The security deposit actually collected, or...

The security deposit the owner could have collected.

Vacancy Loss

In the Housing Voucher Program, owners will not be eligible to receive Housing Assistance Payments after the family moves from the unit.

If the Housing Voucher family vacates its unit in violation of its lease, the owner retains the payment for the month in which the vacancy occurred.

Monitoring Program Performance

The HA has established an internal program and performance control system for monitoring compliance with program requirements. The objective of the system include the following:

To ensure compliance with HUD program and regulatory requirements.

To track the performance of the Section 8 and FSS Programs against established goals and objectives.

To identify HA operational areas where improvement or corrective action is required.

To ensure effective utilization of staff and other resources in order to meet program demands.

To provide the basis for corrective action-planning where formal changes in organization, operation or significant program-related areas are indicated.

The monitoring and control systems calls for the establishment of detailed files and record keeping, and the periodic review of files and records, with regular reports prepared and submitted to the Program Director.

Program personnel prepare and submit weekly reports to the Program Director. The Director reviews the information presented and summarizes the data. The summary is utilized to compare planned and actual program performance regarding the HA's goals. Files have been established to provide the basis for monitoring and ensuring compliance with a variety of program requirements as well as fulfillment of Section 8 and FSS Program goals. Monitoring of the program records and files will cover the following

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program requirements and performance:

Program and Performance Requirements

The 100% very low income requirement.

The HUD-approved unit size distributions.

The 10% exemption authority. If authority is needed for more than 20% of the units, the HA's request must be approved by HUD prior to the execution of any additional AP contracts for units with higher contract rents.

The utilization of the program by eligible elderly, handicapped, and disabled families.

The annual and special re-examinations requirements.

Accuracy of AP payments to owners.

Leasing progress in a new increment of units.

Occupancy rate of units in the management phase.

Supervisory review of 5% HQS and 10% of Section 8250.058.

Size of waiting list.

Implementation of HQS.

Implementation of Federal Preferences.

Determination of rent reasonableness.

Annual revision of utility allowance.

Implementation of a non-discrimination policy.

Section 8 Office Occupancy Records (including FSS Program)

Tenant files

Family service records

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Section 8 Office Internal Statistical Reports

Percentage of minority participant families.

Percentage of single-parent, female, head-of-household, participant families.

Percentage of assisted families in Social Services.

Percentage of assisted families with earned income.

Percentage of assisted families with unique needs for whom contract rent of up to 120% of the FMR's were authorized by the HUD field office.

Percentage of families who leased units of smaller or larger sizes than those listed on the certificates.

Number of assisted families who have been evicted with Section 8 Office authorization.

Number of families who have left the program.

Number of units occupied by handicapped families.

Number of vacancy loss claims.

Number of AP Contract terminations due to non-compliance with Housing Quality Standards.

Number of owners who have dropped out of the program.

Local Policy for Mobility and Portability for the Section 8 Voucher

Programs

The HA has developed the following policy concerning limitation on adjacent HA's Voucher moves:

This HA will not accept, or refer, mobility or portability of Voucher from, or to, any adjacent HA's.

The determination taken to establish this policy is based on the fact that the

adjacent HA's are within comminuting distance from our HA.

The Vouchers can be administered and serviced by these HA's Municipalities without having to assign them to, or receive them from, our HA.

Local Policy Concerning Verification of Documents and/or Information

The following policy for the treatment of applicants and participants regarding of citizenship and/or place of birth will be executed through a third party (independent) verification. If third party verification cannot be used, the HA will document in the file why another method was used.

This policy also applies to all other program verification requirements.

LOCAL POLICY CONCERNING PROHIBITION OF PREFERENCE

IF APPLICANT WAS EVICTED FOR DRUG-RELATED

CRIMINAL ACTIVITY (24CFR, 982.208)

AND ADMINISTRATIVE HEARING

PROCESS/TERMINATION NOTICE

This HA may not give preference to an applicant (federal preference, ranking preference, or local preference) if any member of the family is a person who was evicted during the past few years because of drug-related criminal activity from housing assisted under a 1937 Housing Act Program. It's up to us, as a HA, the final decision to give admission preference in any of the following cases:

If the HA determines that the evicted person has successfully completed a rehabilitation program approved by the HA.

If the HA determines that the evicted person clearly did not participate in or know about the drug-related criminal activity.

If the HA determines that the evicted person no longer participated in any drug-related criminal activity.

Participants of the Section 8 Voucher Program who are involved in drug-related criminal activity will be oriented to the Administrative Housing Process as soon as they receive a Termination Notice.

The HA could require evidence from any family member involved in drug-related criminal activity about the rehabilitation plan in any institution certified by the stated agencies in order to approve it.

POLICY AND PROCEDURES TO INVITATION OWNERS

Solicitation to Owners

The Aguada City Hall shall periodically solicit owners through publication to a local newspaper of general circulation and other suitable means to make dwelling units available for rental by eligible families. In so doing the Aguada City Hall shall encourage participation by owners of units in areas other than those with concentrations of low-income or minority families.

We prepared an application form in order to create a record of those persons that are looking forward for an opportunity to rent their properties to the Section 8 Program in the Aguada City Hall. This application requires some information in order that the owners indicate if they are willing to make the necessary modification to their properties so that these are adequate for handicapped people. Flyers were placed at the following: “Revenue Department” -Departamento de Hacienda, “Police Station” – Cuartel Estatal y Municipal and “Public Education Department”- Departamento de Instrucción Pública.

Solicitation to owners shall be made in accordance with the applicable HUD guidelines. The Aguada City Hall shall prepare and distribute owner's fact sheets and owner's briefing packets which explain the basic program requirements and owner benefits to participating in the Section 8 Rental Assistance Programs. The Section 8 Staff also address members of local organizations representing the rental market.

The Section 8 Staff shall prepare maps that show various areas, both within and neighboring its jurisdiction, to assist families in renting housing outside areas of poverty or minority concentration. The maps will be used during briefing sessions, along with information about job opportunities, schools and services in these non-impacted areas to encourage the applicants to consider these areas when seeking a place to live. To further support this effort, to deconcentrate pockets of poverty, the Section 8 staff shall include in the tenant's briefing packet a list of owners who are willing to lease, or properties available for lease under the voucher program, or a list of other organizations that will help families find units. The list shall include properties or organizations that operate outside areas of poverty or minority concentration.

Contacts with Organizations

The Housing Agency shall periodically:

- (1) The PHA will maintain a list of available units that are located in non poverty area.*
- (2) Develop working relationships with owners and real estate broker associations.*
- (3) Establish contact with civic, charitable or neighborhood organizations which have an interest in housing for low-income families and public agencies concerned with obtaining housing for displacements, and*
- (4) Explain the program including equal opportunity requirements and Section 504 nondiscrimination requirements, to real estate agents, landlord, and other groups that have dealing with low-income families or are interested in housing such families.*

The PHA will comply with the ADA.

RENT AND HOUSING ASSISTANCE PAYMENT

Rent Reasonableness

The Housing Authority will not approve an initial rent or a rent increase in any of the tenant-based programs without determining that the rent amount is reasonable. Reasonableness is determined prior to the initial lease and at the following times:

- (A) Before any increase in rent to owner is approved;*
- (B) If the Housing Authority or HUD directs that reasonableness be re-determined.*

Comparability

In making a rent reasonableness determination, the Housing Authority will compare the rent for the unit to the rent of comparable units in the same or comparable neighborhoods. The Housing authority will consider the location, quality, size, number of bedrooms, age amenities, housing services, maintenance and utilities of the unit and the comparable

units. The Housing authority will maintain current survey information on rental units in the jurisdiction. The data is updated on an ongoing basis and owners are invited to submit information to the survey at any time. Owners may review the determination made on their unit and may submit additional information or make improvements to the unit that will enable the Housing Authority to establish a higher value. The owner must certify the rents charged for other units. By accepting the housing assistance payment each month the owner is certifying that the rent to owner s not more than the rent charged by the owner for comparable unassisted units in the premises.

A child who is temporarily away from the home because of placement in foster care is considered a member of this family.

*Applicants who certify housing needs in one of the following categories are listed in order of priority within each category. Selection will be governed by **DATE** and **TIME** of application. Application forms must be signed. The process must comply with [24CFR, 982.208 (1) (9)] Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000 d); Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601-3606/Fair Housing Act); Executive Order 11063 on Equal Opportunity in Housing; the Age Discrimination Act of 1975, and the Americans with Disabilities Act (42 U.S.C. 12101-12213). The preferences must be consistent with the HA Affirmative Fair Housing Objectives.*

Local Selection Preferences

The family that had been by natural disaster.

FSS Program Design

A. FSS Program Management and PHA Coordination

The Program's initial activities are being coordinated by the PHA's Director. Upon approval of our FSS proposal by HUD, the PHA will appoint a Program Coordinator to supervise and structure the related programmatic activities, under the overall direction of the Director. The Coordinator will continue to carry out the necessary functions in the formal structure of the Coordinating Committee, and other related tasks.

B. Coordinating Committee

The Program Coordinating Committee (PCC) will be integrated by professional representatives from public and private enterprises, church groups, community leaders, local business, and other resources. The representatives from these entities will have an input in the program design and action steps of the FSS Program, and will be responsible for functions such as:

1. Developing a working relationship with the Program Coordinator and other related program staff in the achievement of the program objectives.
2. Coordinating the needed actions for the selection of committee representatives.
3. Making specific commitments of time, staff, and resources to the program.

Providing input into the program research and evaluation process.

The Organization of the Committee and meeting will be held with some of its proposed members, during which we will discussed aspects such as:

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1. The creation and purpose of the Family Self-Sufficiency (FSS) Program.

2. The proposal of the PHA to develop and implement the FSS Program, upon HUD approval of the new units (Housing Vouchers), as well as for Section 8 participants under our current Housing Program.

3. The services that should be provided and resources that can be used in carrying out successful program.

4. The functions of the Committee and its assistance to our PHA, in securing commitments of public and private resources for the operation of the FSS Program.

5. A form will be drafted to gather the necessary data to draw the profiles of the Section 8 participants and applicants under the FSS Program.

The initial PCC meeting is scheduled to be held during the first week immediately after the proposal's by HUD.

From there on, the Committee will meet, (at least) twice quarterly during the first year of implementation of the FSS Program, to oversee program progress and accomplishments.

The expertise and sound experience of this PHA will enhance the outcome of the Self-Sufficiency Program.

Program Implementation

A. Program Description and PHA's Administrative Capability

1. The Local PHS has the legal capability to develop and operate the Section 8 Rental Assistance FSS Program. The current program consist of 36 vouchers, all committed to very low income families. There are no outstanding vouchers for an occupancy rate of 100 percent.

Although all participants are of Hispanic origin, the racial composition may be estimated in 20% black and 80% white, approximately.

2. Supportive Services – The PHA proposes to expand the function of the Program Coordinating Committee to include the assessment of needs of the target population and to develop a plan for rendering those services, which directly address the Family Self-Sufficiency Program objectives. This Action Plan includes the role of the Coordinating Committee. One of the Family Self-Sufficiency Program stronger to be provided in an effort to increase the participants capability for self-sufficiency.

Through the FSS Program, Families will be offered the opportunity to become acquainted with other local agencies, will have direct access to existing and emerging job opportunities, and will be, in general, counseled and trained as to ways in which grow gradually into economic independence.

The FSS Program efforts offering accurate and timely information concerning the availability and adequate utilization of services will ultimately contribute to a better local distribution of these services, whether federal or locally funded. This includes benefits

currently provided by different entities.

B. Description of Activities and Supportive Services

The following agencies and entities will provide the activities and supportive services:

1. Department of Labor
2. Department of Health
3. Department of Education
4. Department of Transportation
5. Planning Board
6. Municipal Agencies and Offices
7. Federal Agencies
 - a. Farmers Home Administration (FHA)
 - b. Department of Housing and Urban
8. Private community groups
9. Local Banks
10. Saving and Loans Associations
11. Local Credit Unions

By the coordinate efforts of public and private entities participating and providing support to the FSS Program, obstacles to Family Self-Sufficiency can be minimized or eliminated. Support services to be provided by the abovementioned agencies and entities are as follows:

1. Child Care – It is considered an essential element of a successful Self-Sufficiency Program. This service will be provided by the local government through the Head Start Centers and/or by the human Resources/Child Care Office in the Governor's Office (SENDEC).
2. Counseling Assistance – Technical staff of the Municipality's Section 8 Office and other local government offices's staff will be available to provide counseling assistance through the Section 8 technicians, Social Workers, and other qualified personal.
3. Owners Participation – Owners of units eligible to participate in the program will be contacted by local invitation and radio spots, if necessary, indicating the housing type and sized need for eligible families.
4. Supplementary Education – Over 70% of FSS participants will require some king of supplementary adult education. The cost of these services will be assumed by the State Government through the Department of Education and other entities, with who the PHA will make due coordination.
5. Job-Development, Training, and Placement – Considering the distressed conditions of the are, these services are essential to the success of the FSS Program. The Department of Labor and human Resources as well as the Job Training Partnership (JTPA), the Youth Affairs Office, Governor Office, the Municipal Government, Consortium group (AMARAIS), and other competent and interested agencies are available to provide assistance in these area.

6. Counseling in Home Ownership Responsibilities and opportunities Available for Rental and Home Ownership in the Private Housing Market – The Mortgage Bankers, the Housing Development Corporation for Puerto Rico (HDC), a non profit organization engaged in the development and administration of housing for low and very low income families in Puerto Rico, the Rural Development administration, the Department of Housing and Urban Development, the Banco de la Vivienda de Puerto Rico, the local municipal government, and other qualified entities will be contacted in this important servicing area.

7. Training in Homemaking and Parental Skills, Money Management, and Household Management – These services will be provided by the qualified personnel of the Aguada Municipal Government, local baking entities, and other private entities, if available.

8. Church Services and Counseling – Church representatives will be contacted to contribute with important services, such as: talks and movies about human relations, leadership, and communication between parents, religious counseling, religious and social activities, stimulate the children participation in organized groups like the Boys and Girls Scouts, Police Athletic League, and other activities of benefit to the family members.

Termination of Participants in FSS Program

Assistance under the FSS Program will be terminated or withheld by the PHA by reasons set forth in the Contract of Family Participant as follows:

1. The failure of a participant family or a member of the participating family or member of the participating family to honor the terms of the contract.
 2. Mutual consent of the parties.
 3. A participating family's achieving self-sufficiency.
 4. Expiration of the term of the contract and any extension thereof.
 5. A participating family's withdrawal from the FSS extension thereof.
 6. By such other act as it deemed inconsistent with the purpose of the FSS Program,
- or

7. By Operation of law

It requires that the head of household seek and maintain suitable employment throughout the term of the contract, including any extensions to the contract.

Employment should reflect the person's training and available job opportunities. Only the head of the household must seek employment.

The hearing and housing grievance procedures established in the PHA Administrative and Equal Opportunity Housing Plans will be implemented if assistance under FSS program is terminated or withheld by the PHA or participant and requested by the PHA or participant and requested by the FSS Program participant.

Both procedures will be fully explained to FSS participants at time of tenant group orientation and initial training.

FSS Escrow Account

In accordance with the program provision, the PHA will establish and “escrow saving account” (FSS Account) for each family participating in the FSS Program, and will credit it a portion of the increase of “rent paid” refers to the family contribution to rent as defined in accordance with voucher program procedures.

The PHA will determine the appropriate amounts to be credited to the escrow account in accordance with HUD requirements.

Under the program’s terminology, “FSS account” means the “FSS escrow account”. The term “FSS credit” is used to denote the amount credited by the PHA to the participating family’s FSS account.

Reports FSS Program

After implementation of the FSS Program, the PHA will submit an annual report to HUD by September of each year detailing, among others:

- (a) A description of the activities carried out under the program
- (b) A description of the effectiveness of the FSS Program in assisting families to achieve economic independence and self-sufficiency
- (c) A description of the effectiveness of the program in coordinating resources of communities to assist families to achieve economic independence and self-sufficiency
- (d) Any recommendation of the PHA or the Coordinating Committee for legislative or administrative action that would improve the FSS Program and ensure its effectiveness. Other data will be furnished as required under the HUD-prescribed form.

Evaluation FSS

The program's success will be measured in terms of the self-sufficiency goals achieved. All participants will be evaluated using criteria, such as educational level attained, employment status, annual income, job skills developed, job placement, and other related factors.

The PHA will conduct the program evaluation on a continuous basis for adjustments or improvements, as needed.

Monitoring and Quality Control Procedures

In order to ensure the reliability of indicator ratings that are derived from PHA self-certification and for conducting remote reviews, HUBS and Program Centers must examine an annual percentage of PHA supporting quality control file documentation. Hubs and Program Centers must examine 20 percent of their PHAs with 250 or more units and 10 percent of their PHAs with 249k and fewer units, but not fewer than 5 tenant files. Hubs and Program Centers must select a random sample of the PHA's supporting quality control file documentation for SEMAP Indicators:

Indicator A (Selection from the Waiting List) - {24 CFR 982.54 (d) and 982.204 (a) } The PHA's policy and actual practices on selection of applicants from the waiting list and the method of maintaining the waiting list including local preferences, as applicable.

Indicator B (Rent Reasonableness) – {24 CFR 982.4, 982.54 (d) (15), 982.158 (f) (7), 982.507} Rent Reasonableness data and written method of verifying comparable rents charged on the private unassisted market or rent charged by the owner for comparable assisted or unassisted units in buildings or premises. This shall include application at the time of initial leasing, before any increase in the rent to owner and at the

HAP contract anniversary if there is a 5% decrease in the published Fair Market Rent and includes comparisons based on size, type, quality, age, amenities, housing services, maintenance and utilities.

Indicator C: Determination of Adjusted Income {24 CFR 982.516, 245 CFR Part 5 Subpart F} The method of obtaining and using third party verifications and annual re-certifications, including the timeliness of annual re-exams, the method used for error prevention in tenant rent calculations and determination of adjusted income.

Indicator D: Utility Allowance Schedule – { 24 CFR 982.517} The process for reviewing, updating and adjusting the utility allowances.

Indicator E. Housing Quality Standards (HQS) Quality Control Inspections {24CFR 982.405 (b)} The process for conducting and tracking HQS quality control inspections.

Indicator F: HQS Enforcement – {24 CFR 982.404} The methods for enforcing the HQS requirements and policies and procedures for abatement of HAP Payments and contract terminations.

Indicator G: Expanding Housing Opportunities - {24CFR 982.54 (d) (5), 982.153 (b) (3) and (b) (4), 982.301 (a) and 983.301 (b) (4) and (b)

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(12)} The policy on expanding housing opportunities and de-concentration.

Indicator H: Deconcentration Bonus – The method and system to track the percentage of tenant based voucher program families with children who live in and who have moved during the PHA’s fiscal year to low poverty census tracks in the PHA’s principle area of operation.

Indicator I: Payment Standards – {24 CFR 982.503} the method and timeliness of adopting a payment standard schedule that establishes voucher payment standard amounts by unit size for each FMR area in the PHA’s jurisdiction.

Indicator J: Annual Re-Examinations { 24 CFR 982. Part 516} The policy and actual practices for initiating and conducting annual re-examinations of all participant families. This shall include the verification process and procedures.

Indicator K: Correct Tenant Rent Calculations – {24 CFR 982 Subpart K} The method and accuracy of determining Tenant Rent Calculations.

Indicator L: Pre-Contract Housing Quality Standard (HQS) inspections { 24 CFR 982.305} - The methods, processes and procedures between the PHA, the inspector and the landlords for scheduling pre-contract

inspections that include the notification procedures for inspections and follow-up inspections, re-scheduling of initial inspections for acceptable reasons, timeliness of inspections, and the current status of pre-contract HQS inspections and follow-up-re- inspections.

Indicator M: annual HQS Inspections - { 24 CFR 982.405 (a) } The current status of on-time HQS annual inspections and follow-up-re-inspections. This shall include an analysis of practices and procedures for scheduling, conducting and reporting results between the inspector and the PHA,

Indicator N: Lease Up - {Revisions to SEMAP Lease-Up Indicator, 24 CFR Part 9855.3 (n) published in the Federal Register, Vol. 66, No. 190, October 1, 2001} Whether the PHA enters into HAP contract for at least 95% of the number of units under ACC or whether the PHA enters into HAP contracts for at least 95% of the available annual budget authority.

Indicator O: Family Self Sufficiency (FSS), Enrollment, Escrow – {24 CFR 984.105, 984.305} The PHA has enrolled families in FSS as required: (a) The number of mandatory FSS slots or the number of FSS slots under a HUD-approved exception, (b) the number of FSS families

currently enrolled, and (c) the number (initial PHA) of families who have moved under portability and whose program assistance is administered by another PHA and the percent of FSS slots filled (b + divided by a). And, the PHA has made progress in supporting FSS as measured by the percent of currently enrolled FSS families with escrow account balances.

In addition to the specific SEMAP indicators noted above, the Contractor shall include in the review and written report an assessment of the PHA's preparation and submission of the 50058 family information reports and information to determine whether the PHA is properly collecting, recording and providing correct tenant program information to HUD.

The Contractor shall review the PHA's quality control sampling methodology used in the preparation of its SEMAP Certification. This shall include a reasonable sample of the PHA's supporting quality control file documentation for indicators: 1 (Selection From the Waiting List), 2 (Rent Reasonableness), 3 (Adjusted Income), 5 (HQS Quality Control Inspections) and 6 (HQS Enforcement) and confirm that the PHA's quality control samples.

- Were taken in an unbiased manner in a size meeting at least the minimum level required by Section 985.2;
- The methodology employed by the PHA in its quality control testing reflected the SEMAP indicator criteria being tested; and,
- The Certification is consistent with the results obtained through the QC sample.

The contractors shall prepare a written report that summarizes the results of the on-site review, the nature of and the causes of the identified deficiencies as well as the magnitude and seriousness of the Program deficiencies identified in the PHA's scoring report. The report shall evaluate the PHA's performance on each indicator reviewed based on documentation obtained from the review and the SEMAP criteria established by HUD.

The report will include but will not be limited to:

- Objectives and methodology of the assessments;
- Overall conclusions on assessment results;
- Observations and recommendations on SEMAP requirements;
- Recommendations for operational improvements relative to SEMAP;

- Recommendations for any needed revisions, additions or deletions to the administrative plan, procedures and systems that must be implemented in order to improve the Housing Choice Voucher Program and the PHA's SEMAP scores; and
- Recommendations and strategies for improvement in SEMAP scores.

Corrective action plan means a HUD-required written plan that addresses a PHA program management deficiencies or findings identified by HUD through remote monitoring or on- site review, and that will bring the PHA to an acceptable level or performance.

MTCS means Multifamily Tenant Characteristics System. MTCS is the Department's national database on participants and rental units in the Section 8 rental a certificate, rental voucher and moderate rehabilitation programs and in the Public and Indian Housing Programs.

Performance indicator means a standard set for a key area of Section 8 program management against which the PHA's performance is measured to show whether the PHA administers the program properly

SEMAP certification means the PHA's annual certification to HUD, on the form prescribed by HUD, concerning its performance in Key Section 8 Program Areas.

SEMAP deficiency means any rating of 0 points on a SEMAP performance indicator.

SEMAP profile means a summary prepared by HUD of an PHA's rating on each SEMAP indicator, its overall SEMAP score, and its overall performance rating (high performer, standard, trouble).

